



# St. Louis Secondary School, Monaghan.



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## Policy for External Speakers / Coaches / External Contractors

**Mission Statement:**

Our school recognises that each pupil who enrolls is unique and has different gifts, as well as different needs. It is our wish that our pupils leave us with enhanced self-confidence, and with life skills and attitudes, which enable them to lead lives which may contribute to the betterment of society. We recognise that a pupil's development is closely linked to a good self-image, and so we strive to present the school's total curriculum in such a manner as to allow all to realise their full potential. We see ourselves as working in partnership with parents, to develop the gifts and to meet the needs of all. We regard our school as an educational establishment characterised by care and justice.

**Ethos:**

St. Louis Secondary School is a teaching and learning community committed to quality and excellence in education. Our school recognises that each pupil is unique and has different gifts as well as different needs. We recognise that a pupil's development is closely linked to a good self-image so we strive to present the school's total curriculum in a manner as to allow all to realise their full potential. We see ourselves as working in partnership with parents to develop the gifts and to meet the needs of all. We regard our school as an educational establishment within a Christian community characterised by care and justice. It is our wish that our pupils leave us with enhanced self-confidence and with life skills and attitudes which will enable them to lead lives which may contribute to the betterment of society.

**Philosophy:**

Our St Louis Schools are Christian Communities where all members grow to value their own worth as persons, their loving relationship with God, their links with their family and the interdependence of all people.

Members of the school community cooperate in an educational experience which enables individuals to share with others the vision of Jesus Christ, by their faith, by the fulfilment of the poor and for those who are disadvantaged spiritually, intellectually or socially.

Our school is a caring community in which individuals become aware of injustices in society and are encouraged to challenge the structures from which social injustice springs.

#### **Formative Goals of St Louis Secondary School:**

- To help each pupil understand herself and to encourage her to develop a positive self-image
- To help each pupil develop a variety of talents and to encourage her to positively use those talents
- To help each pupil realise the importance of other people in her life by fostering attitudes of loyalty and respect
- To develop an appreciation of the environment and to encourage creative ways of using and maintaining it.

#### **Academic Goals of St. Louis Secondary School**

- To provide a broad, balanced and relevant curriculum to enable pupils to acquire a wide range of abilities, interests, knowledge, skills and attitudes.

#### **To help each pupil realise fully her potential by providing a programme which will:**

- Ensure optimum achievement in examinations
- Nurture skills needed for success in a post school environment
- Foster creative use of leisure time
- Emphasise the inherent value of learning

This policy is in keeping with our school Mission Statement and Ethos through the provision of a safe, secure and caring educational environment with enhanced links between school and home.

This policy was created to put a system in place:

1. Policy and procedures for the use of external persons to supplement delivery of the curriculum.
2. Policy and procedures for the use of external sports coaches.
3. Policy and procedures for all school visitors including external contractors.

The Board of Management of St. Louis Secondary School seeks to provide an open and friendly learning environment, which values and encourages visitors to the school. At the same time the Board has a legitimate interest in avoiding disruption to the educational process and in protecting the safety and welfare of the students and staff. It is our aim to make sure that our school is protecting students and staff, during school time and extracurricular activities and to ensure that all

speakers, visitors, contractors etc comply with the Policy and Procedures for the use of External Persons to Supplement Delivery of the Curriculum and the Policy and Procedures for the use of External Sports Coaches.

This policy should be read in conjunction with St. Louis Secondary School Child Safeguarding Statement

### **Aims of Policy:**

The aim of this policy is to provide guidelines for all visitors to the school and in doing so:

- Provide a safe and secure environment for our students and staff.
- Establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the school.

### **Definitions •**

Visitors to the school are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

### **Type of Visitor**

- Parents
- Department of Education & Skills, Personnel, Officials & Inspectors
- State Exam Commission Personnel, Officials & Inspectors
- Personnel & officials from outside agencies such as NEPS, TUSLA, HSE, Third Level Institutions etc.
- Guest Speakers
- Paid coaches and instructors
- Volunteers (parents, sport coaches, etc.)
- Contractors

### **Responsibilities:**

The school Principal shall have the authority to determine which visits are permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits.

In exercising this discretion, the Principal shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students.

School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with the information as may be needed to foster a cooperative relationship between home, school and community

If a teacher wishes to invite a guest speaker/coach to the school, it is their responsibility to receive prior clearance from the Principal.

It is recommended as good practice that a staff member should remain with the guest speaker at all times.

### **General Requirements for Visitors**

- All visitors shall report to the school office and sign the visitor's book when arriving or leaving the school premises. Notices shall be displayed in each building indicating that all visitors are required to register with the school office and obtain authorization from the Principal to remain on the school premises. All visitors shall be requested to wear an appropriate form of school identification when on school premises and return the same to the school office on departure.

- Whenever possible, visitors should obtain authorisation from the Principal in advance. At the discretion of the Principal, such prior authorisation may be required.

- All external persons to support the curriculum and extracurricular activities must comply with Board of Management and Department of Education & Skills policies, administrative rules, school regulation and policies.

- There may be occasions when some visitors to the school e.g. workers from NEPS, TUSLA, and Social Workers may look to meet students on their own. This will only be done once permission is sought from the Principal or in his absence the Deputy Principal.

### **Parents as Visitors**

- Parents wishing to conference with teachers or other staff members during the course of the school day are encouraged to make arrangements in advance.

- Parents who visit the premises during the school day to collect students for external appointments are asked to report to the school office and sign their child out and in if the student returns to school before the end of the school day.

- Parents who have been invited to visit the school as part of an, open day, special event or scheduled school performance are exempt from requirements 1 & 2

### **Guest Speakers**

- Guest speakers may be invited to the school where the Principal's authorization has been sought and where it has been deemed that the use of such a speaker will bring specific knowledge and expertise to enrich the planned curriculum.

- All guest speakers should be Garda Vetted and evidence provided.

- It is recommended as good practice that a staff member should remain with the guest speaker at all times.

- All guest speakers shall report to the school office and sign the visitor's book when arriving or leaving the school premises.

Personnel from DES, SEC, Outside Agencies.

- Personnel wishing to conference with the Principal or other staff members during the course of the school day are encouraged to make arrangements in advance.

- All such visitors shall report to the school office and sign the visitor's book when arriving or leaving the school premises.

### **Paid Coaches and Instructors**

- Will work under the supervision of a designated teacher.

- Should have a recognized qualification in the activity they are to deliver.
- Must have completed Child Protection training.
- Should be Garda Vetted and provide evidence
- Should have appropriate experience of working with young people.
- It is recommended as good practice that a staff member should remain with the guest speaker at all times.
- All paid coaches and instructors shall report to the school office and sign the visitor's book when arriving or leaving the school premises.

### **Volunteers**

- Volunteers who will be on the premises during school hours must be Garda Vetted by the Board of Management
- It is recommended as good practice that volunteers work under the supervision of a member of school staff.
- All volunteers shall report to the school office and sign the visitor's book when arriving or leaving the school premises.

### **Contractors**

- Contractors who may regularly work on the premises during the school day will be required to provide Garda clearance reports for same.
- Contractors who may occasionally visit the premises during the school day must be accompanied by a member of staff at all times.
- All contractors shall report to the school office and sign the visitor's book when arriving or leaving the school premises.

There may be some occasions when some visitors to the school e.g. workers from NEPS, TUSLA, social workers, Counsellors and Psychologists may look to meet students on their own. This will be facilitated when permission has been granted by parents/guardians.

Ratified by the Board of Management on:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_