



Scoil Mhuire Policy on External Agencies Supplementing the Curriculum

Scoil Mhuire, Leixlip is fully committed to safeguarding the well-being of its pupils. Every individual in the school community should, at all times, show respect and understanding for the rights, safety and welfare of others and conduct themselves in a way that reflects the principles and ethos of the school.

In this policy, external agencies supplementing the curriculum refers to music, religious, sports, drama, dance and extra-curricular activities facilitated by:

- a) Teachers employed by the school to supplement the curriculum
- b) Coaches and GPO's (Games Promotion Officers) from local or national sporting organisations assigned to the school to supplement the curriculum
- c) Priests of the Parish (see One to One policy re Confession)
- d) Occasional visits from guest speakers from local or national cultural/social/environmental/scientific organisations to supplement the curriculum (eg Accord, Comhaltas, SEAI, Intel, Goal, An Taisce)

Aim

From time to time, the school will engage external personnel to supplement areas of the curriculum such as Music, PE, Religion and SESE. The aim of this policy is to promote best practice while providing this support and to offer a safe, healthy, enjoyable environment for such activities in Scoil Mhuire. This policy acts as a code of conduct for external teachers, coaches, priests and guest speakers while in the school.

External teachers/coaches/priests or parish workers/guest speakers

- In advance of a visit or prior to the commencement of a term of work, the class teacher should speak to the class to remind them of the expected behaviour of children while an external teacher/coach/priest/guest speaker is with the class (in line with Code of Behaviour)
- All external teachers/coaches/ priests/ guest speakers must work under the guidance of the Principal and the class teacher.
- External teachers/coaches/priests should familiarise themselves with the Child Safeguarding Statement, the Code of Behaviour and Data Protection Guidelines.
- The class teacher retains the overall responsibility for the safety, conduct and welfare of the class at all times.
- In order that best practice in relation to child welfare be maintained, it is to be expected that all adult actions in such contexts should be guided by what is best for the child. Verbal, physical, emotional or sexual abuse of any kind is entirely unacceptable. External teachers/coaches/priests/guest speakers should be guided in their approach to their work by the principles of the Teaching Council's code of

professional conduct or other similar guidelines developed by bodies such as the GAA or the Archdiocese

- All external teachers/coaches/guest speakers are expected to be punctual.
- In the event of an unplanned absence, external teachers/coaches must phone the school as early as possible to let staff know they will be absent that day.
- All external teachers/coaches/guest speakers are expected to dress appropriately, not to chew gum and to respect the teacher's classroom rules and structures which are already in place in the class.
- External teachers/coaches/priests/ guest speakers must inform the Principal if they are leaving the premises for Health and Safety reasons.
- External teachers/coaches/priests/ guest speakers should respect the pupils, staff and school community at all times.
- External teachers/coaches/priests/ guest speakers should treat all children in an equitable and fair manner regardless of age, ability, gender, religion, social and ethnic background, political persuasion or special educational needs.
- External teachers/coaches/priests/ guest speakers should take care not to expose any child, intentionally or unintentionally, to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- An external teacher/coach/priest/ guest speaker should act as a role model for children and maintain the highest standards of conduct when interacting with children.
- Children's musical, dramatic and artistic endeavours along with their participation in sports and games should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will be observed to ensure that these activities are of benefit to all.
- External sports coaches should encourage children to play by the rules of any activity, encourage mutual respect for referees, teammates and opponents and encourage good sportsmanship.
- It is expected that thorough planning is completed by the external teacher/coach/ guest speaker for all lessons/visits.
- All resources needed to teach the lessons should be provided by the external teacher/coach/guest speaker. Any materials/equipment that needs to be borrowed from the school should be requested through the teacher and accounted for.

Child Protection


- All external teachers/coaches/priests/ guest speakers must sign the visitor's book in the office when they arrive in the school to work with a class.
- All external teachers/coaches/priests/guest speakers will be given a copy of the school's Child Safeguarding Statement before they commence work in the school and must sign to say they have read same.
- All external teachers/coaches/priests/ guest speakers who will be involved in the coaching, mentoring, counselling, teaching or training of children must be Garda Vetted before they begin work in the school.
- A guest speaker who visits the school on an occasional basis, who will not be involved in the coaching, mentoring, counselling, teaching or training of children and who will not have unsupervised access to children will not need to be Garda vetted but will work under the supervision of the class teacher.
- No external teacher/coach/priest/guest speaker will be left alone with a child.(See One to One policy re priests administering Confession)
- If an external teacher/coach/priest/ guest speaker has a welfare concern about a child, they should report it to the DLP (the Principal) or the Deputy DLP (the Deputy Principal) as soon as possible.

Confidentiality –

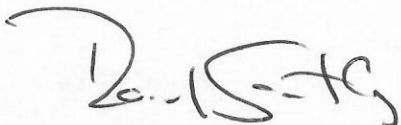
- There is a huge amount of confidential material in every primary classroom and external teachers/coaches/priests/ guest speakers must maintain total confidentiality.
- External teachers/coaches/priests/ guest speakers are not permitted to take photographs/videos of pupils in the school or have access to children's files.
- All external teachers/coaches/priests/ guest speakers must sign a confidentiality agreement before they begin their work in the school.

Any breach of this policy will result in the cessation of the work in the school.

This policy was ratified by Board of Management of Scoil Mhuire on 22/3/18:

Signature of Chairperson  Date: 22/3/2018

Signature of Principal  Date 22/3/18



Scoil Mhuire External Agent Declaration Form

Name: _____

Organisation: _____

Contact phone no: _____

Email address: _____

- I have read the school's Child Safeguarding Statement.
- I have read the Policy on External Agencies supplementing the Curriculum in the school.
- I agree to the 'child protection' and 'confidentiality' clauses in this policy.
- I will respect the rules and procedures set down in this policy.
- I will respect the children, teachers and parents as well as players, parents and coaches from opposing teams where applicable.
- I will give encouragement and applaud positive accomplishments.
- I will respect the authority of school staff and school community as having the primary duty of care in relation to its pupils.
- I will never demonstrate threatening or abusive behaviour or use foul language.
- I will encourage all children in my care to treat other participants, both adult and child, with respect at all times.
- I will sign the visitors' book in the office every day I work in the school.
- I have been Garda Vetted by the National Vetting Bureau. Yes No

(A guest speaker who visits the school on an occasional basis, who will not be involved in the coaching, mentoring, counselling, teaching or training of children and who will not have unsupervised access to children will not need to be Garda vetted but will work under the supervision of the class teacher at all times).

Signed: _____ Date: _____