



Scoil San Carlo S.N.S

Guest Speaker/External Visitor Policy

Rationale:

- 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.
- This policy also establishes protocols and procedures that effectively monitor and manage visitors without compromising the open and inviting nature of the school.
- This policy has been devised with Circulars 0022/2010, 0031/2016 and 0042/2018 in mind.
 1. 0022/2010: Social, Personal and Health Education (SPHE): Best Practice Guidelines for Primary Schools
 2. 0031/2016: Commencement of Statutory Requirements for Garda Vetting
 3. 0042/2018: Best practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice
- Guest speakers/visitors may be invited to the school where it has been deemed that the use of such a speaker will bring specific knowledge and expertise to enrich the learning of the pupils.

Definition:

Visitors to the school are defined as all people other than staff members and students.

Parents/guardians who regularly drop and collect students to and from school would not be regarded as visitors.

Types of Visitors:

Our school has a variety of regular, planned, and unplanned visitors to the school.

Such visitors may include:

- Parents
- Department of Education and Skills officials
- Guest speakers
- External coaches and instructors

- Contractors/owners and employees of other businesses
- Volunteers
- Any other persons who arrive on the school premises (other than students and staff members)

This list is not exhaustive.

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.

- Guest speakers may be invited to the school when approved by the Principal and the Board of Management and where it has been deemed that the use of such a speaker will bring specific knowledge and expertise to enrich the planned curriculum.
- It is the responsibility of the organising teacher to ensure that the speaker has valid Garda Vetting. However, where guest speakers/visitors are present on a once-off or irregular basis to engage with a full class with a teacher present, and on the understanding that they will never be left in a one-to-one or small group situation with pupils, Garda Vetting is not applicable.
- Guest speakers should be accompanied by a member of staff at all times during their visit unless alternative arrangements have been authorised by management.
- A checklist for the organisation of guest speakers is appended to this document. (See Appendix 1)
- Please also see General Requirements for Visitors below.

General Requirements for Visitors:

- Visitors should obtain authorisation from the principal in advance.
- All visitors shall report to the school office and sign the visitor book when arriving or leaving the school premises.
- Visitors to the classroom or school, particularly those engaging directly with students, should be aware of relevant school policies including the school's child protection statement, RSE policy and substance misuse policy.
- Visits should be planned, researched and implemented in partnership with school personnel.
- Relevant teachers need to liaise with and be involved with all visitors and external agencies working with the school and the whole staff needs to be made aware of same.
- It is of the utmost importance that classroom teachers remain in the classroom with the students while guest speaker/visitor is present. The presence of the classroom teacher should ensure that the school follows appropriate procedures for dealing with any issue(s) that may arise as a result of the external input(s).
- It is strongly recommended that parents should be consulted and made aware of any such visiting people or agencies to classrooms / schools.

- Visitors should be familiar with this policy. The organising teacher/staff member can direct visitors to the school website to access this policy.
- Outside facilitators who supplement or offer expertise in a particular curricular area or initiative i.e. SPHE/RSE programme and/or Modern Languages Programme (MLP) can play a valuable role in complementing the planned and established learning outcomes. Any such visitor or visiting group should adhere to the guidelines of good practice as set out in DES circulars
- Talks/programmes delivered by outside agencies or speakers must be consistent with and complementary to the school's ethos and curricular guidelines.

Success Criteria:

A visiting speaker input will be deemed successful if there is:

- Positive and constructive feedback from teachers, pupils and parents.
- A positive contribution to the learning environment of the school.
- A positive contribution to the quality of learning by pupils in class.

Communication of Policy to the School Community:

A copy of the Guest Speaker/External Visitor policy is made available to school personnel and to the Parents' Association. The policy is readily accessible on request. A copy of the policy is also published on the school website (www.scoilsancarlo.ie).

Review of Policy:

- This policy was reviewed and updated accordingly on 22/4/24
- This policy will be reviewed by the school management authority periodically.

Signed: Tony B Steel

Chairperson of Board of Management

Signed: Claremar Stough

Principal

Date: 24/4/2024