

# External Coaches and Speakers Policy DONABATE COMMUNITY COLLEGE

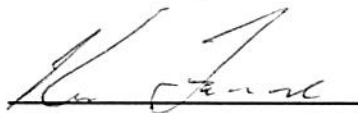


This Policy is to be reviewed by the Board of Management every three years.

This Policy was agreed on:

29/4/2020

Signature:



(Chairperson to the Board of Management)

### **Donabate Community College**

Donabate Community College is a post primary college, which opened in August 2008 under the Patronage of Dublin and Dun Laoghaire Education and Training Board (DDLETB). The college is co-educational and aspires towards excellence in a caring and supportive environment.

The Board of Management is committed to the successful implementation of recent legislation, in particular the Education Act (1998), the Education (Welfare) Act (2000) and the Equal Status Act (2000). The Board fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

### **College Mission**

The Board of Management will promote Excellence. Our aim will be to create, with the assistance of parents/guardians, responsible citizens with pride in their community. The development of the whole person will be based on personal responsibility, inter dependence, respect for people and respect for property. Our college will seek to instil integrity, value discipline and punctuality and facilitate the best in academic and non-academic areas. We will value our culture, our tradition, be inclusive of religious beliefs and will seek to be a caring and compassionate community where justice and truth will be the central elements.

### **Policy Review and Ratification**

Donabate Community College is committed to ongoing policy review to ensure clarity, relevance, and compliance with current legislation and best practices. Where amendments to a policy are of a minor or administrative nature and do not alter its overall meaning, purpose, or intent, the school may proceed to seek ratification from the Board of Management without further consultation with stakeholders. However, where substantive changes are proposed that impact the policy's intent, scope, or application, appropriate consultation with relevant stakeholders will be undertaken before submission to the Board of Management for ratification.

## **Rational**

The Board of Management of Donabate Community College 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 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 extra-curricular activities.

## **Aims**

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

- 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 and Science Officials
- Guest Speakers
- Paid coaches and instructors
- Volunteers (parents, sport coaches, etc.)
- Contractors

### **Type of visitor where this policy will apply:**

- Guest Speakers
- External Sports Coaches and Instructors (paid or volunteer)

## **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. If a teacher wishes to invite a guest speaker/coach to the school, it is their responsibility to receive prior clearance from the principal. Requests should include the speaker/coach/instructor's name, credentials, topic of discussion, and proposed date and time of the event.

## **General Requirements For Visitors**

- All visitors shall report to the school office when arriving or leaving the school premises.
- All visitors are required to sign in/out with the office staff in the schools visitors book.
- All school visitors must comply at all times with Board of Management and Department of Education policies, administrative rules and school regulations.

## **Guest Speakers**

- Invited speakers should have expertise, knowledge, or experiences relevant to the college's curriculum or the educational needs of our students.
- The college will strive to invite speakers who represent a diverse range of perspectives, backgrounds, and experiences.
- Guest speakers (even if appropriately vetted) are never left unsupervised with students.
- The class teacher or supervising teacher is responsible for the students at all times.
- The school has a responsibility to check out the credentials of the speaker and to ensure that the materials in use by guests are appropriate.
- Guest speakers must be aware of the schools Child Protection Policy, Child Safeguarding Statement and DDLETB Data Protection Policy.
- The content of presentations or sessions must be age-appropriate and free from political bias, religious proselytising, or content deemed offensive or inappropriate.
- Guest speakers intending to deliver a talk as part of the SPHE curriculum, due to the sensitive nature of some topics, must submit a copy of their presentation for review to the SPHE coordinator and/or the Deputy Principal before the visit.
- All sessions should align with the school's ethos, educational objectives, and relevant curriculum guidelines.

### **External Sports Coaches and Instructors**

- Will work under the supervision of a designated teacher.
- Should have a recognised qualification in the activity they are to deliver.
- Must have completed Child Protection training.
- Must have a current Garda Vetting report.
- Must be aware of the schools Child Protection Policy, Child Safeguarding Statement, DDLETB Data Protection Policy, Code of Positive Behaviour and Sports Code of Conduct.

### **Feedback and Evaluation**

- After each event featuring guest speakers, external coaches or instructors, the college will assess the event's impact and quality.
- The feedback will inform future decisions regarding speaker/coach/instructor invitations.