



**Salesian Secondary College.
Pallaskenry, Co. Limerick.**

POLICY STATEMENT ON THE USE OF EXTERNAL PERSONS.

Mission Statement.

The mission of Salesian Secondary College, Pallaskenry, is to provide the best possible education based on Christian/Catholic values, in partnership with parents and within a caring community. This school incorporates the characteristics of Salesian Education as practised by St. John Bosco in his “Preventive System”.

In order to achieve this we aim to provide opportunities for students to:

1. gain skills, knowledge and understanding that will be of lasting value throughout their lives;
2. develop each individual’s talents to the level of his/her personal potential for the benefit of Community and Society;
3. develop the characteristics appropriate to a member of a Christian community, including those of mutual respect and concern for others, irrespective of race, colour, gender or creed;
4. promote the physical and emotional well-being of students by developing self-esteem, personal responsibility and the ability to live and work with others;
5. work with staff committed to these ideals.

Scope.

This policy refers to all staff of Salesian Secondary College, into whose classes external personnel are brought occasionally or for prolonged lengths of time. The policy also relates directly to these external personnel, including substitute teachers and visiting coaches or contributors to the college’s extra curricular programme.

The Policy applies at all times during the school day, from 8am (when school opens) until 6.15 pm (when school closes on a normal school day) and during extra curricular activities outside school hours.

Visitors to the school premises or to school events are informed that this policy is in place.

This policy takes effect from the date of ratification.

Definitions.

- A. For the purposes of this policy, “external person” or “visitor” refers to adults who are not directly employed by the school. These terms may refer to DES / SEC / PDST staff, substitute teachers, guest speakers, representatives of charitable or voluntary organisations, external sports coaches, facilitators of student retreats / training and persons engaged to deliver elements of the curriculum to SSC students.
- B. “External person” and “visitor” may also refer to occasional visitors to the school eg parents attending a meeting with a staff member, journalists, professionals working for the school (eg Board of Management / Finance Committee members attending meetings during the school day, architect, postal workers etc.) and others.
- C. “External person” and “visitor” may refer to outside contractors who deliver regular support to the school (eg IT support, electricians, plumbers, waste or sanitary companies etc.)

“Organising teacher” refers to the teacher who initiates contact with the external person.

This policy does not refer to visitors who use the school site through a rental agreement during out of school time, such activities not being deemed “school activities.”

Responsibilities concerning the management of external personnel.

Salesian Secondary College recognises that visitors to the school offer a valuable perspective and experience to students and teachers, as well as professional expertise not available within the school. In addition, visitors can assist with fostering a sense of the school and students being part of the wider community.

However, the following guidelines are in place:

Responsibility of the Board of Management.

- The Board of Management is responsible for ensuring that Child Protection procedures are in place and that the offices are enabled to put this policy into practice.
- The Board is responsible for ensuring that all personnel who should be are garda vetted, according to DES circular 31/2016. This responsibility is delegated to the Principal. The School has a Vetting Policy in place.
- Occasional visitors to the school are not required to be garda vetted. Visitors who attend Salesian Secondary College with any regularity are required to be garda vetted by the school in advance of their attendance the school.
- DES / SEC personnel are garda vetted by DES / SEC.

The responsibility of the Senior Management Team.

- The Principal and Deputy Principal team ensure that accurate records are kept of all visitors to the school, in collaboration with the organising teacher. (Appendix A)
- The Principal arranges for garda vetting of the appropriate personnel.
- The SMT records any inappropriate behaviour of a visitor, reported by the organising teacher.

Responsibility of the organising teacher.

- Teachers who engage external personnel to work with students will notify the Principal of the name of the visitor and the date of the visit.
- Visitors who engage with students do so with the understanding that ours is Salesian school and with an understanding of our mission.
- The organising teacher will ensure that the visitor has access to this policy and others in advance of his / her arrival, namely Mission Statement, Policy Governing Professional One to One Encounters, Child Protection Policy, SPHE / RSE / Guidance Policies. Policies are also available on the website.
- The organising teacher will communicate with parents / guardians through the school journal or otherwise, giving the date of the visit. Parents who wish their child to be excused from class during the visit must apply in writing to the organising teacher.
- The organising teacher is responsible for advising visitors to the school to park in the main car park, to enter via the main reception door and to sign in at Reception. The sign in book will record the name of the visitor and the organising teacher. Car registration details will also be given.
- Visitors must wear a Visitor's Pass visibly on their person, issued at Reception. This must be returned to Reception at the end of the visit. Members of Salesian Secondary College staff should always ask an unknown adult to display their visitor's pass, if this is not visible.
- Visitors will participate in fire drill, should this arise.
- Except by prior arrangement with parents / guardians in advance, visitors will not have any student contact unless in the company of a teacher of Salesian Secondary College.
- The organising teacher will refer any matters of concern which arise during class time or meeting, including inappropriate or threatening behaviour to a member of the SMT. If such a case arises, the organising teacher is correct to bring the visit to a close.

Uninvited visitors to the school site.

Salesian Secondary College does not permit any adult to collect a student from school, unless this person has been authorised by a parent / guardian. Typically, this is done at the start of the school year, at which point the authorised person is logged on VSWare, or as the need arises during the school year.

Under no circumstances may an unauthorised adult collect a student of Salesian Secondary College. Specifically, the school will take direction from parents / guardians as to certain persons who may NOT collect a student eg if a protection order is in place. In such cases, this information is also recorded on VSWare. If an unauthorised person attempts to collect a student, the parent / guardian will be informed.

The presence of an uninvited visitor or intruder on site will be notified to the SMT. The intruder will be escorted to Reception and asked to leave, if safe to do so. If unsafe to do so, or if conflict of any nature arises, the community garda or emergency services will be called.

Any visitor who appears on site for a meeting without an appointment will be required to sign in at Reception, as above. A meeting will only take place if the requested staff member is available. Otherwise, the visitor will be advised that the requested member of staff will be in contact to arrange a meeting at his / her earliest convenience.

Evaluation.

School management will accept feedback from staff, students and parents / guardians made through the proper use of the appropriate channels ie staff meetings, student committees and Parents' Council. This feedback will inform periodic evaluation of the policy by management.

Signed: _____

Date: March 2018

David Dwyer, Chairperson.
Board of Management

