



Mercy Secondary School Kilbeggan

External Persons Policy

- 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.**

The Board of Management of Mercy Secondary School seeks to provide an open and friendly learning environment, which values, encourages and welcomes 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 and to ensure that visitors 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 will be implemented in tandem with, and with reference to the current MSSK Child Safeguarding Statement and the Child Protection Procedures 2025 for Post Primary Schools.

Aims of policy:

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 welcoming nature of the school.

Type of visitor where this policy will apply:

- Guest speakers to supplement the delivery of the curriculum.

- External sports coaches.

Responsibilities:

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

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

General requirements for speakers and coaches:

- All curricular support speakers and sports coaches shall report to the school office when arriving/leaving the school premises and sign in/out in the school visitors' book (as per notice at school reception). They will be presented with a "Visitor's Lanyard" which will be worn at all times until their departure from the school
- All speakers / coaches may be requested to produce an appropriate form of identification at reception.
- All external persons to support the curriculum and extracurricular activities must comply with Board of Management and Department of Education & Skills policies, administrative rules and school regulations.

1. Guest speakers to supplement the delivery of the curriculum

- Guest speakers may be invited to the school where the principal's authorisation 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 speakers should have current garda vetting - Guest speakers and external teachers (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.

2. External Sports Coaches

- Will work under the supervision of a designated teacher.
- Should have a recognised qualification in the activity they are to deliver.
- Must have attended Child Protection Training
- All coaches should have current Garda Vetting

- All coaches should have current garda vetting – coaches (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.
- Should have appropriate experience of working with young people.

10. Policy Review

This policy will be reviewed by the school management authority periodically.

Signed: ***Theresa Dunne***

Chairperson of Board of Management
Management

Date: **10th September 2026**

Signed: ***Garrett Farrell***

Principal/Secretary to the Board of

Date: **10th September 2026**