

St. Joseph's Secondary School

Newfoundwell , Drogheda, Co. Louth

Curriculum contributors policy

(Incorporating co-curricular and extra-curricular student learning)



Staff	18/05/2021	Consultation
Parents' Council	18/05/2021	Consultation
Student Council	18/05/2021	Consultation
Board Of Management		Ratified

School Details: St. Joseph's Secondary School is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

School Management: The Board of Management of St. Joseph's Secondary School is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

St. Joseph's Secondary school recognises that each pupil who enrolls in our school is unique and has different gifts as well as different needs. It is our wish that our pupils will leave us with enhanced self-confidence and with life skills and attitudes which will enable them to lead lives satisfying to themselves and which may contribute to the betterment of society.

We recognise that a pupil's development is closely linked to a good self-image and so we strive to present the school's total curriculum in such a manner as to allow all to realise their full potential.

We see ourselves as working in partnership with parents to develop the gifts and to meet the needs of all. We regard our school as an educational establishment with a Christian community characterised by care and justice.

Through the implementation of this policy we strive to enact the stated mission and vision of St. Joseph's Secondary School. We value all in the school community and endeavour to develop each member of the school community.

Rationale for this policy:

Philosophy, Ethos and Context:

St. Joseph's Secondary School promotes educational linkages and fosters a visitor culture which recognises the valuable contribution that external contributors can make to the educational experiences and outcomes of its students.

Within the context of this policy a contributor is defined as a visiting person(s) who engages with the school community in the provision of the curriculum and includes co-curricular and extra-curricular activities. This definition extends to visits which may occur via the use of a digital platform. A teacher who issues an invitation to a contributor is herein referred to as the 'host teacher'.

As an Edmund Rice School, St. Joseph's Secondary School seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Relevant Legislation:

- Education Act (98)
- Childrens First Act 2015
- Safety, Health and Welfare at Work Act 2005;
- Safety, Health and Welfare at Work (General Application) Regulations 2007
- Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007

Relevant policies:

- Health and Safety policy
- Child Safeguarding policy
- Wellbeing policy
- Code of Behaviour policy
- Pastoral Care policy
- Additional Educational Needs policy
- Assessment policy
- Dignity at Work policy
- Critical Incident policy
- GDPR policy
- Interim Acceptable User Policy.

Aims of this policy

- To inform contributors of the required procedures when visiting our school along with their responsibilities to the school community.
- To make clear the procedures to be followed when inviting contributors.
- To help protect the physical and emotional wellbeing of students.
- To make students aware of their responsibilities when engaging with contributors.

General:

- The school principal shall have the authority to determine which contributors are permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits.
- Contributors are required to comply with St.Joseph's vetting procedures ,Child Safeguarding statement and all other relevant policies.
- There is an implicit understanding that contributors will demonstrate due respect and regard for our school ethos and Catholic traditions during their visit.

Responsibilities of the school principal:

- Assess the proposed visit in terms of potential educational benefits (student learning experiences and outcomes with regard to the school's Mission Statement) along with the suitability of the proposed contributor (Appendix 1).
- Retain a copy of documentation related to the visit (Curriculum contributors form/Incident Report).

In the case of sports coaches:

- Assesses the suitability of the contributor/external coach to work with students by ensuring that the external coach works within the guidelines documented by the Code of Ethics (Irish Sports Council, 2000) and Children First (DYCA 2017)
- Ensures that all coaches will be vetted as per Circular 0031/2016.
- Ensures that coaches have completed the Tusla and PDST online modules in Child Protection.
- Ensures that the external coach is suitably qualified in their particular activity.
- Ensures that the external coach is covered by the school's insurance policy
- Evaluates the contribution of the external coach within the context of the school's extra-curricular plan on a regular basis.
- Provides induction for the external coach regarding school policies, especially Code of Behaviour, Anti-Bullying and Child Protection Statement, procedures and expectations.

Responsibilities of the host teacher:

- Use their professional judgement and those of colleagues when sourcing an appropriate contributor. The selection of a contributor should consider the educational needs of students and the school context.
- Liaise with the selected contributor to complete the Curriculum contributors form. This form must then be forwarded to the Principal by the host teacher ten days in advance of any proposed visit.
- Issue an invitation to a contributor only after receiving authorisation from the Principal.
- Liaise closely with the contributor prior to the school visit to confirm arrangements. The host teacher is required to provide the contributor with a copy of the school's Child Safeguarding Statement and to draw the contributor's attention to this policy and other relevant which are available on the school website.
- Ensure students are briefed on the contributors visit and their responsibilities under school policies with particular regard to the code of behaviour and G.D.P.R.
- Students should be instructed to record details of the visit in their school journal whereupon it can be accessed by parents.
- Meet and greet the contributor upon arrival to the school / make arrangement for another member of staff/management to do so.
- Manage the visit and ensure the contributor is not left on their own with students at any time except where full vetting clearance (Garda/School) has been obtained by the contributor.
- Use the required school reporting procedures in the event of an accident/incident.

Responsibilities of contributors:

Prior to the proposed school visit:

- Complete the Curriculum contributors form and return it to the host teacher; full disclosure and transparency is required when completing this form.
- Liaise closely with the host teacher/management to plan the visit in terms of the educational outcomes and experiences for students.
- Ensure they have familiarised themselves with St. Joseph's Child Safeguarding Statement along with other relevant school policies. Contributors are also directed to the Safety, Health and Welfare at Work Act 2005 (Appendix 2).

During the visit:

- Be professionally presented in terms of attire, appearance and deportment.
- Be punctual and adhere to visitors protocol/health and safety procedures (Appendix 2).
- Remain with the assigned group for the duration of the visit; access only the staff toilets under the direction of the host teacher.
- Report details of any incident/accident to the subject teacher/management.

Sports Coaches

- All coaches shall be recognized and accredited by an official sporting and/or appropriate sporting body that is approved by the COACHING IRELAND (e.g IRFU, GAA, BASKETBALL IRELAND etc)
- Ensure they have their own Public Liability insurance and proof of cover provided.
- Adhere to relevant legislation (Education Act (98), Child Safeguarding Statement, Safety, Health and Welfare at Work Act 2005) (Appendix 3).
- Coaches are expected to adhere to the school's Code of Behaviour.
- All performance and conduct is reviewed regularly.
- St. Joseph's Secondary School reserves the right to terminate the coaching, when deemed necessary.

Induction of coaches

- Prior to commencing their role coaches will be provided with an orientation session covering school protocol and procedures/key personnel/ethos and context/school policies (Student Code of Behaviour, Anti-Bullying Policy, Child Protection and Health and Safety).

Responsibilities of Students:

- Students are reminded of their responsibilities under the various school policies but in particular our Code of Behaviour. It is incumbent therefore on each student to treat contributors with the highest regard and respect during their visit.
- In line with G.D.P.R and our Interim Acceptable User policy students must respect the privacy rights of visitors and refrain from any unauthorised audio or video recording of visitors and their visit.

This policy was ratified by St.Joseph's B.O.M : 25/05/21

Signature: Chairperson of the Board Of Management_____

Date: 25/05/21

Signature: Principal & Secretary to the Board of Management_____

Date: 25/05/21

Appendix 1: Curriculum contributors form



St. Joseph's Secondary School Newfoundwell Drogheda

Curriculum contributor's form

This form must be provided to the Principal 10 days before a proposed school visit by a host teacher.

Details of Visit:	Contributor Details:
Date: _____	Name: _____
Host teacher: _____	Organisation/Other: _____
Class/Yr. group: _____	_____
Venue _____	Details of relevant accredited qualifications: _____
Description : _____	Awarding body: _____
_____	Garda vetting: Y _____ N _____
_____	Contact details: _____
_____	_____
Special requirements: _____	

Appendix 2: Visitors Protocol/Health and Safety

Health and Safety:

On access to our site each contributor will be expected to:

- Park their vehicle in a safe designated area and to keep clear of the fire tenders bay access/ egress points.
- **Sign in and out of the facility on each visit at the reception desk. Please ensure you are in possession of an appropriate form of identification as failure to do so may result cancellation of your visit. A visitors badge will be issued and this must be worn for the duration of the visit.**
- All School facilities are a no smoking site, please comply.
- Follow the mandatory signs for Personal Protective Equipment on site, the school Principal/Deputy Principal will inform you of all PPE requirements.
- Restrict your access to approved areas identified by the Principal/ Deputy Principal; only Staff toilets must be used by contributors.
- Do not interfere with any items of equipment or clothing in the school.
- Adhere to St. Joseph's Covid 19 Statement.

Emergency on Site: In the event of a fire alarm activation each visitor will be expected to:

- Make your work activity as safe as possible if appropriate.
- Don't delay but evacuate out of the facility by the nearest exit.
- **Go to the Assembly Point located in the bus lane inside the front boundary on the Newfoundwell Road.**
- Report to the Principal/Deputy Principal and have your name checked off against the visitor's book.
- Stay at the Assembly Point until you get the "All Clear" from the Evacuation Controller.

Accidents on Site:

At St Joseph's Secondary School we report and investigate all accidents to identify any breakdown in our safety system and put preventative measures in place, in the event of you have any accident on our site, report it to the Principal/Deputy Principal immediately and assist in completing the accident form.

Appendix 3 : Employee responsibilities under Safety, Health and Welfare at Work Act 2005

The duties of an Employee (Section 13 of the 2005Act) are:

- (a) to comply with relevant Safety Law, both in the 2005 Act and elsewhere,
- (b) to take reasonable care to protect their safety and that of others affected by their acts or omissions,
- (c) not to be under the influence of alcohol or drugs to the extent that they are likely to endanger their safety or that of others,
- (d) if reasonably required, to submit to appropriate tests for intoxicants under the supervision of a competent registered medical practitioner, (yet to be introduced)
- (e) to co-operate with their employer to help in complying with safety legislation,
- (f) not to engage in improper conduct or behaviour that is likely to endanger safety or health. Violence, horseplay or bullying would come into this section,
- (g) to attend appropriate training and instruction given by their employer,
- (h) correctly use any article, substance, protective clothing and equipment provided for use at work (by their employer) to protect their safety or health,
- (i) not to misrepresent their level of training, upon entering into an employment contract,
- (j) to report to their supervisor, or other appropriate person:
 - (i) work being carried out in a manner, which may endanger health or safety
 - (ii) contraventions of the statutory provisions, which may endanger health or safety,
 - (iii) defects in the place, system or equipment at work, which may endanger Health or Safety

