



**Procedures for the Use of External Persons to Supplement
Delivery of the Curriculum**

Loreto Secondary School

Development of Policy

This policy was developed by the Board of Management following consultations with all members of the school community – school management, teachers, a subcommittee on use of external persons to supplement delivery of the curriculum and other relevant staff, parents and the school patron.

Aims

- To enhance the learning experiences of students through engaging external, suitably knowledgeable persons to supplement delivery of the curriculum.

Guidelines

- All external personnel will be vetted as per Circular 0031/2016, in the event of them being required to engage with students without the presence of a staff member.
- Staff supervision will be provided where an external person/agency who is not Garda vetted engages with the students.
- Upon arrival, all external personnel must sign the Visitors Book at reception, where they will be provided with a Visitor lanyard for the duration of their visit.

Loreto Secondary School is a vibrant and positive school environment and all visitors are expected to reflect this ethos and support the mission statement in all their dealings with staff and students.

Date of procedure adoption

These procedures were adopted by the Board of Management on _____

Signed: _____

Chairperson of the Board of Management

Date: _____

Signed: _____

Principal: _____

Date: _____