



## **Guidelines for students, volunteers, substitute staff and external coaches to the school**

The following guidelines apply for everyone providing external coaching or persons supporting curriculum delivery, students, volunteers, substitute staff

- Must be Garda vetted.
- Only one student at a time will be accepted on a work experience programme, except in exceptional circumstances.
- Students must be fully insured while in the school by their respective college or school.
- Students, volunteers and substitute staff should be Garda vetted.
- The Principal and staff will endeavour to ensure that the time spent in the school by the student is beneficial and a positive learning experience
- Students must at all times be respectful of all members of staff, Board of Management, parents and pupils - their actions and language while in the school must be exemplary and of a professional nature at all times.
- Students will be provided with copies of policies which are deemed necessary and appropriate for their work within the school and are expected to co-operate with the general rules, procedures and organisational policies of the school.
- Students should be willing to follow the instruction/guidance of the Principal, In School Management Team, or whichever staff member has been designated to supervise their duties.
- All matters pertaining to the staff, Board of Management, pupils or parents within the school community must be treated with the utmost confidentiality. Any breach of this requirement will be seen as a serious matter and your work experience may be terminated.
- Any breaches of discipline observed among the pupils must be reported to one of the teaching staff.
- All supervisors of work experience students, who visit the school, including teaching practice supervisors, will be expected to adopt a positive and respectful attitude towards their students, in keeping with the school ethos of providing a positive learning and working environment.
- If a student/ substitute staff wishes to leave the workplace during the school day, he/she must seek permission from the Principal in advance.
- Any absences must be notified in advance to the school
- School starts at 9.10am and finishes at 3pm.
- Teaching staff begin at 9.10am and finish at 3.10pm.
- SNA staff begin at 9am and finish at 3.30pm.
- If you are going to be late, contact the school
- **Keep all events in class confidential.** If you have a concern about anything that happens in the school, speak to the class teacher or the designated contact person
- Switch off your mobile phone when on the school premises
- When on yard duty at break-times walk around, observe, and help children. Report any problems/concerns to the teacher on duty.
- Check with the teacher or designated contact person regarding use of office/school resources and equipment.
- Seek advice/assistance from the class teacher.



St Vincent's Special National School



## **DON'T**

1. Get involved in any activity that involves lifting children or any other inappropriate physical contact
2. Discuss in any detail individual children outside of school – refer requests for information to the class teacher.

### **Ratification, Communication and Review:**

These Guidelines were ratified by the Board of Management 31<sup>st</sup> March 2022 and communicated to the school community thereafter. This policy will be reviewed in 2 years' time and amended as necessary by means of a whole school collaborative process.