



Guidelines for external coaches or persons to supplement the delivery of the curriculum

The following guidelines apply for everyone providing external coaching or persons supporting curriculum delivery:

- Must 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.
- 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.
- 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 breaches of discipline observed among the pupils must be reported to the class teacher.
- Any absences must be notified in advance to the school
- 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
- If 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 if required

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 XXXXX 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.