

## **Policy & Procedures for the use of external persons to supplement delivery of the Curriculum**

1. External facilitators /tutors require full Garda Vetting.
2. External facilitators /tutors must be approved in advance by the Principal and BOM.
3. Visitors must work under the guidance & supervision of Principal and Classroom Teacher/s, School's subject co-ordinator may also be consulted.
4. Interventions must be age and class appropriate with content of definite educational value.
5. All lessons proposed for use must be approved in advance by the Class Teacher.
6. School policies, procedures and underlying ethos must be considered with outside facilitators/tutors made aware of same as appropriate.
7. Interventions and external inputs will be evaluated by Principal/Class Teachers/Subject Co-ordinator.
8. 7 .Where appropriate parents/guardians will be informed that external facilitators/tutors are to be engaged.
9. External personnel will not at any point be the sole source of Curriculum delivery in any given subject.
10. Principal/Class Teacher/subject co-ordinator must remain with pupils throughout, external persons must not be left in sole charge of pupils at any time
11. The need for alternative/adapted programmes for pupils who for whatever reasons are unable to access tuition provided by outside facilitators/tutors must also be considered.
12. There can be no element of commercial gain attached to use of outside persons/agencies to supplement curriculum delivery.