

***Meánscoil na mBráithre Críostaí, Cill Chainnigh***  
**Christian Brothers Secondary School, Kilkenny.**

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## EMPLOYMENT OF EXTERNAL STAFF POLICY June 2018

<b>School Name:</b>	Christian Brothers Secondary School, Kilkenny
<b>School Address:</b>	James's Street, Kilkenny
<b>School Details:</b>	CBS Kilkenny 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.
<b>School Management:</b>	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

### **Mission Statement**

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

### **Ethos**

As an Edmund Rice School, CBS Kilkenny 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.

## Definition

External staff of CBS Kilkenny are workers who are employed by companies and entities outside of CBS Kilkenny, but who may be working within the school and its grounds.

## Procedures

- In relation to the selection or recruitment of external staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
- External staff members are provided with a copy of the CBS Kilkenny Child Safeguarding Statement.
- In relation to reporting of child protection concerns to Tusla, all external school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- External staff in the school will recognise that the Board of Management of CBS Kilkenny has appointed the DLP as the “relevant person” (as defined in the Children First Act 2015) to be the first point of contact in respect of this child safeguarding statement.
- External staff will recognise that all registered teachers employed by the school are mandated persons under the Children First Act 2015.

## Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: \_\_\_\_\_  
Chairperson, Board of Management

Date: \_\_\_\_\_