



## **Blackrock College**

### **Guest Speakers in the College Policy**

External speakers have a role to play in the College Feature Weeks and also as part of the delivery of the spiritual, social, personal, cultural, physical, political and health development of the students.

These Talks are generally organised by the College through a number of bodies such as the Parents' Association, College Union, Trustees, Spiritans as well as a range of Voluntary Organisations, Societies and State Agencies.

The Talks should be reviewed with the student body through the Student Council and/or relevant Year House Captains or by Questionnaire if deemed appropriate. All such talks should be reviewed by the School Management, at the Deans' Meeting or Subject Department level.

**KEY POINTS:**

1. Timely notification of Dean and/or Principal/Deputy Principal. The Lecture Hall should be booked through the Academic Administrator.
2. Ensure that content to be presented is relevant and age-appropriate for students. Ask the speaker to use engaging strategies, up-to-date information and practical examples.
3. Ensure that students and/or parents are notified are required well in advance.
4. After the guest speaker has made the presentation, conduct appropriate follow-up teaching.
5. Review the talk with students through the classroom, House Captains or Student Council.

**N.B. Guest Speakers should be accompanied by a member of staff at all times during their visit to the College. If any guest speaker is to be alone with students, they should have the appropriate Garda vetting.**

This policy has been ratified by the Board of Management on 4.09.18

Signed:   
Chairperson, Board of Management

Signed:   
Secretary, Board of Management