



RCN No:20113285

Dunderrow National School

Roll No: 169400

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Principal: Tríona Hannon

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School Visitor Policy

Introduction

The Board of Management of Dunderrow N.S. seeks to provide an open and friendly learning environment, which values and encourages visitors to the school. At the same time the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the children and staff, and to protect and preserve the schools facilities and resources from misuse or vandalism.

Aims

The aim of this policy is to provide guidelines for all visitors to the school and in so doing;

- Provide a safe and secure environment for our students and staff.
- Establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the school.
- To ensure that we are compliant with our procedures for managing risks to pupils in accordance with our Child Safeguarding statement.

Definitions

Visitors to the school are defined as all people other than staff members, children of our school, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

The phrase "school personnel" as used in this policy is a generic term to encompass all adults who are involved in the operation of the school. It covers employees and voluntary workers, and includes Parent Association members when they are working in the school.

Type of Visitor

Visitors to the school may include, but are not limited to:

1. Parents
2. Department of Education & Science Officials
3. Guest Speakers
4. Paid coaches and instructors
5. Volunteers (parents, sport coaches, etc.)
6. Children's Services Agents
7. Psychologist
8. School Nurse/Doctor/ Speech Therapist/Visiting teacher for Deaf children
9. Education Welfare Officer

10. Contractors/Trades people
11. Couriers
12. Salespeople
13. School Photographers
14. Clergy and Diocesan Advisor
15. Prospective parents and employees
16. Students on Placement/Work experience

Responsibilities

The school principal shall;

- have the authority to determine which visits are permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising this discretion, the Principal shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the children.

School staff shall;

- seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with the information as may be needed to foster a cooperative relationship between home, school and community.
- Need to know in advance if any other adult other than the parent/guardian are allowed to collect children at dismissal times. Please inform the class teacher of any change to the normal schedule.

School Personnel shall;

- have a responsibility to model the school's standards of behaviour, in their dealings both with students and with each other, since their example is a powerful source of learning for students. Parents should be expected to model the standards that students are asked to respect. In order to do this, they need to be familiar with the standards and to understand the importance of expecting students to behave according to these standards. The ways in which parents and teachers interact will provide children with a model of good working relationships.

General Requirements For Visitors

1. All visitors shall report to the Principal/ member of staff when arriving or leaving the school premises. In the interests of safety **all visitors to the school should enter through the front door and check into the office.** Whenever possible, visitors should obtain authorisation from the principal in advance. At the discretion of the principal, such prior authorisation may be required.
2. Visits may be prohibited at certain times such as times of standardised testing and while preparations for school events are being conducted.
3. The school requires visitors to collaborate with teachers to ensure that any programs and content delivered by them are delivered in a manner that supports and promotes the ethos of our school and are in line with the curriculum and policies of the school.

4. Teachers are willing to meet visitors at an appropriate time, however, only visitors with appointments will be permitted to see a member of staff.
5. All school visitors must comply at all times with Board of Management and Department of Education & Skills policies, administrative rules and school regulations.
6. If a visitor approaches a member of staff without an appointment, the member of staff reserves the right to defer speaking about the matter in question until a later, more convenient time.
7. Under no circumstances will a visitor be allowed to verbally or physically attack a child or a member of staff. In this instance the person will be asked to leave the school immediately and, if he/she refuses, then assistance should be sought from a colleague or the Principal.
8. In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.

Parents as Visitors

- Parents wishing to meet with teachers during the course of the school day are encouraged to make arrangements in advance.
 - Parents who visit the school during the school day to collect children for external appointments are asked to report to the office/reception on arrival.
- Parents whose children have forgotten their lunch/homework/sports equipment etc are asked to leave this with the secretary who will arrange delivery to the child.
- Parents who have been invited to visit the school as part of an open day, special event or scheduled school performance are exempt from requirements 1 to 5.

Guest Speakers

- Guest speakers may be invited to the school where the Principal's authorisation has been sought and where it has been deemed that the use of such a speaker will bring specific knowledge and expertise to enrich the planned curriculum.
- Guest Speakers on subjects/areas other than the approved curriculum must be approved by the Patron prior to being invited to the school.
- Must submit a Garda Vetting Disclosure.

Paid Coaches and Instructors

- Paid coaches and instructors will work under the supervision of a designated teacher.
- Must submit a Garda Vetting Disclosure.
- Should have appropriate experience of working with young people.
- Should have a recognized qualification in the activity they are to deliver.
- Must have current public liability insurance.

Volunteers

- Volunteers who will be on the premises during school hours may be asked to submit a Garda Vetting Disclosure.
- Volunteers should never be alone with a child and must be supervised by staff.

Contractors

- Contractors will be requested to visit the premises, as far as is practicable, after school hours
- Contractors who visit the premises during the school day will comply with our mobile phone policy. Use of electronic recording equipment is not permitted.

Special Situations

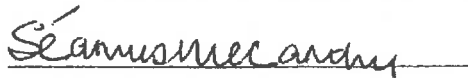
Parents are requested to make the school aware of visiting rights of parent(s) should any special conditions prevail. Both custodial and non-custodial parents of a Dunderrow NS child have rights to visit the school unless a court order exists restricting such contact. Documentary evidence may be required. In the event that a non-custodial parent seeks permission to visit, the school shall make every effort to notify the custodial parent in advance of the visit.

The Principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

Policy links

This policy is linked to other school policies such as: Child Protection Policy, Parent School Partnership, Health & Safety and Custody/Separation Policy.

This policy was drawn up and ratified by The Board of Management on Nov 8th 2021. Staff and Parent's Association were also consulted as part of the process. It will be updated as needed and reviewed as part of Child Protection reviews.



Chairperson B.O.M



Principal