

## School Visitors Policy

- 1. In the interests of safety, all visitors to the school should enter through the front door and check into the office. The main door will be closed through means of magnetic lock during class time.**
- 2. Teachers are willing to meet visitors at an appropriate time, however, only visitors with appointments will be permitted to see a member of staff.**
- 3. 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.**
- 4. Visitors requesting a meeting with teachers/Principal, will be asked to complete a Parent/Teacher phone call or conference form, outlining their concerns; be they the academic, social or emotional needs or progress of their child, thus ensuring that the relevant teacher can prepare properly for the meeting. An appointment will be made at a mutually convenient time.**
- 5. Under no circumstances will a visitor be allowed to verbally or physically attack a child or 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.**
- 6. In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.**
- 7. All visitors to the school should enter the school building via the main door and report to the office.**
- 8. When a parent/guardian presents themselves at the office, or at main reception area outside of office hours, to collect a child outside of the normal times, they should wait at the office/main reception area until the child is brought to them. They then sign them out on the attendance book. No parent, under any circumstances, may enter any of the classrooms in the school without prior permission from the principal or teacher concerned.**
- 9. Visitors with a prior appointment e.g.; outside professionals, contactors, etc. shall be given a lanyard with 'VISITOR' printed on it to ensure pupils know that the school staff has allowed this adult on to the school premises. The children will know that if they see an adult on the premises without a lanyard they should immediately report this to a staff member. They will have been told by their class teacher never to approach a visitor on the premises or never to open the school door to a visitor. This will have been explained to the pupils by their class teacher as part of the S.P.H.E. Programme.**

10. In general, outside contractors e.g. electricians, plumbers, etc. will carry out their work outside of school hours. In exceptional cases where this is not practical e.g. burst pipes, electrical fault, etc. the contractor shall be accompanied by the school secretary or another member of the school staff where practical. Contractors will not be left on their own in the presence of pupils.

11. During school functions when visitors are invited to the school e.g. on Grandparents day, Junior Infant Parent Open Day; pupils will remain with their class group and teacher.

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This policy was ratified by the board of the management on 11<sup>th</sup> July 2019.

Signed Rev. James Walker Date 20-7-2019

Chairperson of the Board of Management

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I have read the above policy and agree to abide by same.

Signed \_\_\_\_\_ Date \_\_\_\_\_