

Policy on Visitors to St Patrick's National School

AIMS

To provide a safe and secure environment for our students and staff.

To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the school.

To ensure 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 and students

Type of Visitor

1. Parents
2. Department of Education & Science Officials
3. Clergy/ Diocesan Staff
4. Childcare providers
5. Paid coaches and instructors
6. Volunteers (parents, sport coaches, etc.)
7. Contractors

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 students.

School personnel shall seek to ensure 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.

GENERAL REQUIREMENTS FOR VISITORS

- All visitors shall notify the school office when arriving at the school premises. Notices shall be displayed at the entrance to the school yard directing visitors to notify the school office on arrival.
- Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after school holidays or other breaks and while preparations for school events are being conducted.
- All school visitors must comply at all times with Board of Management and DES policies, rules and school regulations.

Parents as Visitors

Parents wishing to meet with teachers during the course of the school day **must make arrangements in advance** to settle an agreed time which is suitable to all parties. Unscheduled parent teacher meetings are permissible only in relation to Child Safeguarding matters.

Parents who visit the premises during the school day to collect students for external appointments are asked to inform the class teacher via Connect App before 9:30 am. Children should only be picked up or returned to the school at the **break times ie 10:50 to 11:10 or 12:50am to 1:10 pm** or at 1:50pm when Infants are dismissed. Collecting children at other times during the school day is very disruptive to class work. When parents arrive at the school gate at the pre-arranged time, your child will be available to be collected.

Lunches/homework /class textbooks etc can be left at the gate for collection by your child. Prior notice via email/phone call to office is required.

School gates will be opened at 1:50 pm to facilitate Parents/Guardians of Infants to collect their children.

IF A PERSON OTHER THAN PARENTS/GUARDIANS OR USUAL COLLECTOR IS COLLECTING YOUR CHILD FROM THE SCHOOL, THEIR NAMES MUST BE GIVEN TO CLASS TEACHER ON THE CONNECT APP OR BY EMAIL.

Paid Coaches & Instructors

All coaches /instructors will work under the supervision of a designated teacher. All must show their Garda vetting disclosures to the Principal prior to commencement.

All should have a recognised qualification in the activity they are to deliver and have Child Protection training and should have appropriate experience of working with young people.

Volunteers

Volunteers who will be on the premises during school hours must submit a Garda vetting form and must be supervised by staff.

Guest Speakers

Guest speakers may be invited to the school where the principal teacher'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 Principal prior to being invited to the school. They will be supervised by the teacher during their time with the pupils.

Contractors

Contractors who may regularly have staff on the premises during the school day will be required to wear a visitor lanyard. They should notify the school in advance of their visit (via email) and when they visit the premises during the school day must be accompanied by a member of staff.

SPECIAL SITUATIONS

Both custodial and non-custodial parents of St Patrick's NS student have rights to visit the child's school unless a court order exists restricting such contact. 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 school environment. Any such individual shall be directed to leave the school premises immediately and Gardai shall be called if necessary.

Policy Ratification

This Policy was ratified by the Board of Management on

It will be reviewed annually.



7/9/22