

School Visitors/Access Policy

The Board of Management of Rathbarry NS 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 students and staff, and to protect and preserve the schools facilities and resources from misuse or vandalism.

Visitors/Access Policy – Rathbarry National School

Aims

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

- 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.

Definitions

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

Responsibilities

The school principal shall have the authority to determine which visits are permitted as well as the 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 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.

General Requirements for Visitors

1. Visitors by appointment through the office only.
2. For Health and Safety reasons all approved visitors to the school should sign in and out on the Visitors Register.

Parents as Visitors

- Parents wishing to meet with teachers during the course of the day are requested to make an appointment by contacting the school in advance and arranging a time that is mutually convenient for both Parents and Teachers. Parents should give an indication of the nature of the meeting.
- In exceptional circumstances Parents may wish to speak to a Teacher briefly in the morning or afternoon before class begins /ends without prior appointment.
- Parents who visit the premises during the school day to collect students for external appointments are asked to report to the child's teacher at the classroom door.
- Access to school office and staffroom must be approved by a member of staff.
- While parents of Infant pupils are welcome to assist their children to their classroom, we encourage children from first class upwards to develop their independence coming in to school.

Garda Vetting

- **All visitors to the school where necessary will be required to comply with garda vetting requirements.**

Guest Speakers

- Guest speakers approved by the Staff may be invited to the school from time to time to share their knowledge and expertise.

Paid Coaches & Instructors

- Will work under the supervision of a designated teacher.
- Coaches and Instructors should have appropriate experience of working with children.

Work Experience

- Only student teachers and transition year students on work experience from their colleges/schools may come in on placement at the discretion of the B.O.M.

Contractors

Contractors who may visit the premises must comply with current legislation and regulation during the school day.

Ratification & Communication

This policy has been ratified by the Board of Management of Rathbarry National School at a meeting held on _____

And will be implemented as and from April 2017.

Signed: _____ Date: _____

Chairperson Board of Management
Rathbarry National School.

The ratified policy will be available on request at the school.