



Scoil Mhuire Policy on Visitors to the School

On a regular basis, the school will encounter visitors. The aim of this policy is to promote best practice with regard to visitors to the school and to ensure the safety of all staff and students in Scoil Mhuire.

This policy refers to 'visitors' who call to the school but do not have contact with children. This policy should be read in conjunction with the following policies:

- External Agencies Supplementing the Curriculum Policy 2018
- One-to-One Policy 2018
- Scoil Mhuire Policy on Volunteers in School 2018
- Work Placements/Substitution in the school 2018
- Child Safeguarding Statement 2018

In this policy the term 'visitors' includes but is not limited to the following:

1. Parents visiting to drop off / collect children
2. Parents visiting to meet staff members
3. People visiting the school to meet the Principal
4. People delivering post, deliveries or messages to the office
5. Salespeople
6. People visiting to service the machines in the office or the waste disposal service
7. Tradesmen
8. Relatives of children, visiting the school on Sports Day, Open Day, Grandparents Day, Intercultural Day, the Junior Infant Meeting or other whole school events.

School Policy:

1. In the interest of safety, the school has a secure entry access system (There are codes on the two entrance doors).
2. Staff members are encouraged to make sure all exit doors are closed after use. Children are asked not to open any doors to visitors who may be waiting outside.
3. All visitors to the school must enter the main door and report to the office.
4. In the interest of safety and to avoid disruption to classes, parents must also report to the office – no parent is expected to visit a classroom during the school day.
5. Visitors will remain in the main reception area of the school (the corridor or offices).

6. Any visitor who needs to visit another area of the school will be accompanied by a member of staff at all times. These visitors will be asked to sign the 'Visitors' Book', indicating the date, their name, the purpose of their visit and arrival and departure times.
7. At school events, there will be more visitors in the school than usual but on these days, there will be extra staff members on the corridors and no visitor will have unsupervised access to children.
8. Teachers are willing to meet visitors at an appropriate time however only visitors with an appointment will be permitted to see a member of staff.
9. If a visitor approaches a staff member without an appointment, the staff member reserves the right to defer speaking about the matter in question until a later more convenient time
10. Under no circumstance 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 the Principal, the caretaker or a colleague.
11. In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.

This policy was ratified by Board of Management of Scoil Mhuire on 31/5/18.

Chairperson *[Signature]* Signature of Principal *[Signature]*,

Date 31/5/2018

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