

Policy on Visitors to the School

Ratified: December 12th, 2020

Signed: Denis Smith, Chairperson

Policy on Visitors to the school in Harold's Cross NS

Introduction:

This policy was drafted by the staff and Board of Management of Harold's Cross NS to clarify the procedures around visitors' presence in the school. In light of Covid 19, additional regulations have been drawn up as part of the Response Plan to ensure the safety, health and wellbeing of all members of the school community. (Please refer to the school's Covid Response Plan/Risk Assessment.

Rationale and relationship to school ethos

Harold's Cross NS is an inclusive school committed to the holistic education of all of our pupils. We welcome visitors to the school as a way of broadening the educational opportunities available to the children which will enhance their all -round development. We also welcome parental involvement in school life for the same reason.

In addition to the above who visit the school to promote the education of the children in all aspects, there are however other groups of visitors to the school who fulfil other roles.

In order to protect the children and following on from best practice as laid down in the Children First Guidelines, 2016, we have procedures in place with regard to visitors to the school no matter what their purpose

Objective

To ensure that procedures around visitors are clear to all stake-holders in the school.

To ensure the safety and wellbeing of all members of the school community.

School Practice

All those visiting the school or who are engaged in any kind of work on behalf of the school board during the school day must sign "The Visitors Book".

These might include the following-

Coaches who complete blocks of teaching such as dance, tennis. Gaelic, gardening

Individuals who are here on a once off basis to do workshops in science, music, drama etc.

Inspectors, psychologists, social workers visiting staff or pupils.

Builders doing major works,

People carrying out maintenance contracts such fire alarm, lift or security alarm servicing, educational company reps.

Persons on work experience. (These people must apply to the principal to complete work experience and supply all documents requested)

Procedures for Visitors:

If possible all visitors should make an appointment if they wish to meet with the principal or members of staff or have business in the school.

All visitors must state their name, the reason for their presence and their arrival time in the **Visitors Book**.

All must wear an identity badge which states that they are a visitor to the school if they are remaining in the school to carry out work/facilitate workshops.

They must inform either the secretary or the principal/deputy principal when they are leaving the building and they must submit their identity badge.

Any staff member who has organised any of the above must inform the principal/deputy principal.

Garda Vetting:

Those working with the children for a block period must be Garda vetted

Those doing a "once off" activity may provide Garda Vetting from a recognised agency.

The class remains the responsibility of the class teacher and he/she must remain with the class at all times.

Workshop facilitators, volunteers and parents should refer any children to a staff member with regard to misbehaviour/upset/injury etc.

Visiting coaches/facilitators are expected to respect the ethos of the school in their interactions with children and adults.

Adults should use the adult toilets only.

Parents:

Parents may visit the school for the following reasons-

To help out in the classroom, on school tours, or organising activities for the pupils such as at Halloween

To be part of educational initiatives such as reading programmes, gardening etc.

To collect a child to attend a medical/educational appointment

To bring forgotten equipment/lunch to a child

To collect a child early due to some unforeseen circumstance

To attend a meeting with a member of staff.

Procedures

When possible parents should notify the child's teacher in advance by email that they have to remove a child early giving the reason why.

If this is not possible, they should inform the principal by phone.

On arrival at the school, they must proceed to **the front door** where they will be buzzed in and must proceed to the office of the secretary or the principal's office to give the reason for their presence.

Parents are only to use the front door to gain access to the school. Only school personnel may operate the coded doors.

If removing a child from the school they must sign the "Sign Out Book", stating the name of their child, the date, time and reason for removing the child.

The principal or the secretary will call the child over the intercom to the office. **A parent is not to go** to a classroom door to collect his/her child. Younger children will be collected by the secretary/SNA or principal and will be brought to the office.

Children arriving late to school:

Parent/guardian should sign child into late arrivals/early leaving log book if child arrives after 8.30am.

Younger children will be accompanied by a staff member to their classroom.

Older children will go to their classroom unaccompanied.

Parents are not allowed to visit classrooms after 8.30am as it can cause disruption to the class.

Young children being collected early from school will be collected by a member of staff and brought to reception.

Parents/Person designated to collect early are asked to wait outside the office

The child must be signed out in the late arrivals/early leaving book.

The Principal/Deputy Principal must be made aware of any visitors coming to the school to work with/talk to classes or teams etc.

Communication with parents

- This policy will be published on the school website and publicized in our Newsletter on receipt of sanction by the board.

IMPLEMENTATION AND REVIEW

This policy will be implemented fully from January , 2021. The policy will be reviewed in 2024 or in the light of new circulars/ directives from the department regularly, or as required.

The school management team and the teachers will implement this policy.

Ratified: The Board of Management ratified this policy on 10.12.20.

Chairperson: Denis Smith

Date: 10.12.20

Date of Implementation: January, 2021 **Review Date:** January, 2024