

Scoil Mhuire

Policy and Procedures regarding Visitors to the School

Introduction

This policy was developed by the Board of Management of Scoil Mhuire in response to an action identified in the school's annual Child review of the Child Safeguarding Statement and Risk Assessment.

Scoil Mhuire is proud of its friendly, welcoming atmosphere. The school seeks to promote engagement with and participation in the local community. It also seeks to offer its pupils a high standard of educational and extra-curricular provision, which occasionally involves welcoming visitors of various kinds to our school.

This Policy and these Procedures shall apply to ALL VISITORS, including, but not limited to:

- Parents/Guardians
- Educational Personnel, e.g. DES Inspectors, Teaching Practice Placement Supervisors
- Professional support, e.g. PDST, NCSE, NEPS, CAHMS
- Guest teachers, e.g. music, drama
- Sports coaches, e.g. football, rugby
- Guest speakers e.g. musicians, authors, artists, scientists
- Maintenance personnel, e.g. technicians, contractors,

Through this policy, our school seeks to ensure that the school and its pupils benefits from its engagement with visitors, while at the same time, the safety and well-being of our pupils is maintained at all times. This policy should be read in conjunction with the school's Safety Statement and Child Safeguarding Statement.

The school's Designated Liaison Person (DLP) is Terry Kavanagh, Principal.
The school's Health and Safety Representative is Julie Ann Brown.

All breaches of this policy must be reported immediately to the DLP.

Aim of the Policy

To have in place a clear protocol and procedure, which is understood and implemented by all staff and visitors to the school, in order to ensure that pupils are kept safe from harm.

The school has a duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to minimise the exposure of our pupils to any form of harm or abuse. The Board of Management of Scoil Mhuire recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that ALL VISITORS (without exception) comply with the following policy and procedure.

Procedures

All visitors to the school may be asked to provide formal identification at the time of their visit.

All visitors are required to comply with the provisions of the school's Safety Statement and are advised to familiarise themselves therewith, in advance of their visit to the school.

Where possible the school office and Principal should be informed of all pre-arranged visitors to the school.

All visitors must report to the school office/ reception first and should not enter the school via any other entrance.

At reception, all visitors must state the purpose of their visit and their point of contact in the school.

All visitors must sign the Visitors' Record Book at reception, which records the following information:

- Visitor's Name
- Visitor's Initials
- Visitor's Organisation, Company, etc.
- Visitor's Point of Contact
- The Time of Arrival
- The Time of Exit

Visitors will then be given a Visitor's Identity Lanyard which must be worn at all times and returned to reception at the end of their visit.

Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The point of contact will then be responsible for the visitor while they are on site.

Visitors, with the exception of NEPS Psychologists (who are subject to Department of Education and Skills Garda Vetting and Child Protection Procedures) **must never be left unsupervised in the company of children.**

On departing the school, visitors should leave via the school office, sign out in the Visitors Book and return the Visitor's Identity Lanyard.

Any visitor to the school site who is not wearing a Visitor's Identity Lanyard should be approached politely to enquire as to their identity and business at the school. They should then be escorted to the school office/reception to sign the Visitors' Record Book and be issued with a Visitor's Identity Lanyard.

In the event that the visitor refuses to comply, they should be asked to leave the school grounds and the Principal should be informed immediately.

Parents may be permitted to visit classes on an ad hoc/occasional basis. It is the

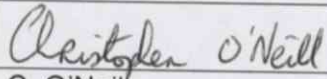
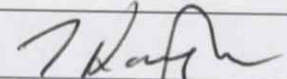
responsibility of ALL STAFF to ensure that they are never left unsupervised in the company of children.

Regular visiting teachers, i.e. Colourstrings and regular visiting Sports Coaches, i.e. Rugby, Scéim Oiliúna Peile are subject to Garda Vetting by the school. Notwithstanding this, for the duration of their time in the school, they are the responsibility of the class teacher of the pupils with whom they are engaging. They are never to be left unsupervised in the company of children.

In the maintenance of its Visitors' Record Book, the school will comply with relevant GDPR requirements.

This Policy was ratified by the Board of Management on 7th December 2022.

It will be reviewed every 4 years.

	
C. O'Neill Chairperson, BOM	T. Kavanagh Principal/Secretary, BOM

