



# Scoil Mhuire Fatima Visitor's Policy



The Board of Management of Scoil Mhuire Fatima 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.

## Aims

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

- 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.

## Type of Visitor

1. Parents
2. Department of Education & Science Officials
3. Guest Speakers
4. Paid coaches and instructors
5. Volunteers (parents, sport coaches, etc.)
6. Contractors
7. Couriers
8. Salespeople
9. Clergy

## 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 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. In the interests of safety all visitors to the school should enter through the front door and sign into the office. Other visitors who access the school through the Fair Hill gate will also sign into the office. They will be issued a visitor lanyard. When they leave the building, they sign out and return the lanyard.
2. Teachers are willing to meet visitors at an appropriate time, however, only visitors with appointments will be permitted to see a member of staff.
3. If a visitor approaches a member of staff without an appointment, the member of staff reserves the right to defer speaking about the matter in question until a later, more convenient time.
4. Under no circumstances will a visitor be allowed to verbally or physically attack a child or a 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 a colleague or the Principal.
5. In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.

## Parents as Visitors

- Parents wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.
- Parents who visit the premises during the school day to collect students for external appointments are asked to report to the secretary to sign their child out.

## Guest Speakers

- Guest speakers may be invited to the school where the principal/teachers authorization 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 will need to have appropriate Garda Vetting for our school.
- The class teacher must stay with their class when the guest speaker is working with the class.

## Paid Coaches & Instructors

- Will work under the supervision of a designated teacher.
- Must submit a Garda Vetting report.
- Should have appropriate experience of working with young people.

## Volunteers

- Volunteers who will be on the premises during school hours must submit a Garda clearance form.
- Volunteers will only work directly alongside a member of the school staff.

## Contractors

- Contractors who may regularly have staff on the premises during the school day will be required to provide Garda clearance reports for same.
- Contractors who may occasionally visit the premises during the school day must be accompanied by a member of staff at all times.

## Special Situations

Both custodial and non-custodial parents of a Scoil Mhuire Fatima 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 educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.