



Naíscóil Íde, Raheny

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 Naíscóil Íde.

This policy refers to 'visitors' who call to the school but do not have contact with children.

If the 'visitor' does have contact with children, this policy should be read in conjunction with the following policies: Child Safeguarding Statement 2023, Policy on Volunteers in School, Work Placement/Substitution Policy, 'One-to-One' Policy.

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

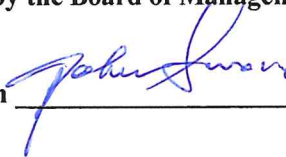
- Parents visiting the school to drop off/ collect children
- Parents visiting the school to meet staff members
- People visiting the school to meet the Principal
- People delivering post, deliveries or messages to the office
- Salespeople
- People visiting to service the machines in the office or the waste disposal service
- Tradesmen
- Relatives of children, visiting the school for whole school events.

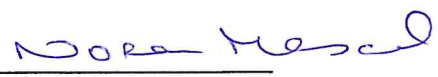
School Policy:

1. **All visitors to the school must enter the main door and report to the office.**
2. People visiting the office will remain at the main office until their business is complete (eg collecting a child, dropping off a form etc).
3. All other visitors to the school will be required to sign the 'Visitors' Book' indicating the date, their name, the purpose of their visit and their arrival and departure times.
4. Any visitor who needs to visit another area of the school will be accompanied by a member of staff at all times.
5. In the interest of safety and to avoid disruption to classes, parents are asked not to visit classrooms during the school day.
6. Teachers are happy to meet visitors at an appropriate time however only visitors with an appointment will be permitted to meet a member of staff.
7. 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.
8. In the interest of safety, the school has a secure entry access system at the main door (a code and fob access).

9. All other entrance doors (2 x Junior Infant doors, 2 x Senior Infant doors and 1 x First class door) lead to secure playground areas where the gates are locked in the morning after 'arrival time' and opened just before 'dispersal time'. These doors are alarmed and should only be opened by staff.
10. At whole school events such as concerts/exhibitions, there will be more visitors in the school than usual and on these days, visitors will not need to sign the visitors' book. On these days, staff will be very aware there will be visitors in the building, there will be extra supervision of the children and extra staff members on the corridors to ensure no visitor will have unsupervised access to children.
11. Under no circumstance will a visitor be permitted to confront a child or member of staff in a threatening manner. 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.
12. 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 the Board of Management of Naíscoil Íde on 23/10/23.

Signature of Chairperson 

Signature of Principal 

Date: 23/10/23

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