



St. Multose National School

Policy on Visitors

Date ratified by Board of Management: 21/05/2018

Date reviewed:

Date of next review:

Rationale

St. Multose N.S. endeavours to protect the staff and pupils from harm at all times.

Policies which address this:

- Safety Statement
- Child Protection Policy
- Code of Behaviour
- Anti-bullying Policy
- Acceptable Usage Policy
- Health Issues policy
- Administration of Medication Policy
- Data Protection Policy
- School Tours Policy
- Sexual Harassment Policy
- Equality Policy
- Substance Misuse Policy
- Prevention of Workplace Bullying Policy
- Policy on Volunteers

All school policies are regularly reviewed and uploaded to our school website.

Aims of Visitor Policy

- ✚ To ensure that no persons have unsupervised access to the pupils in the school
- ✚ To prevent access to the school of undesirable persons
- ✚ To record and monitor visitors to the school

Procedures

- ✚ Prior to 12 p.m. all visitors to the school must report to the office on arrival and state the purpose of their visit. (After 12 p.m. all visitors must report to the principal's classroom.)
- ✚ Visitors, other than parents/guardians, must sign in and out of the school
- ✚ Visitor lanyards must be worn while in the school and returned on departure
- ✚ Any unauthorised persons found on school property will be asked to leave and law enforcement shall be called if necessary
- ✚ Whenever possible, prior authorisation should be sought/may be required prior to visit
- ✚ Visitors may be prohibited at certain times eg standardised testing/preparation for school event etc
- ✚ All visitors must comply with BOM policies, admin rules and school regulations
- ✚ Special situations should a non-custodial parent visit the school wishing to speak to a child, the primary custodian parent will be notified immediately