

Scoil Mhuire Gleann a' Chaisil

Visitors Policy

The Board of Management of Glencastle NS 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.

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. Therapists
5. Paid coaches and instructors
6. Volunteers (parents, sport coaches, etc.)
7. Contractors
8. Couriers
9. Salespeople
10. 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 visitors 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.

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General Requirements For Visitors

1. All visitors shall report to the Principal/ member of staff when arriving or leaving the school premises and sign in the visitors book. Notices shall be displayed in each building indicating that all visitors are required to report to the Principal.
2. Whenever possible, visitors should obtain authorisation from the principal in advance. At the discretion of the principal, such prior authorisation may be required.
3. Visits may be prohibited at certain times such as times of standardizing testing and while preparations for school events are being conducted.
4. If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.
5. All school visitors must comply at all times with Board of Management and Department of Education & Science policies, administrative rules and school regulations.

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 child's teacher.
- Parents who have been invited to visit the school as part of an, open day, special event or scheduled school performance are exempt from requirements 1 to 4.

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 on subjects/areas other than the approved curriculum must be approved by the Principal prior to being invited to the school.

Therapists

- Must submit a Garda Vetting report.
- Should have appropriate experience of working with young people.

Paid Coaches & Instructors

- Will work under the supervision of a designated teacher.
- Must submit a Garda Vetting report.

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- 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 Glencastle NS students 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.

Implementation/ Ratification/ Review:

This policy will be reviewed yearly or sooner should the need arise.

Signed: _____ Date: _____

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