



St Oliver Post Primary School

Visitor's Policy

September 2019

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Introductory Statement

This policy was devised by the Board of Management of St Oliver Post Primary School on the 12th September 2019.

It is the policy of St Oliver Post Primary School to provide a safe and secure environment for our students and staff. Visitors, students, parents and volunteers have a duty to comply with school regulations and instructions relating to safety, health and welfare whilst on the premises.

Regulations, policies and procedures. Our visitor's policy can be found at www.stoliverpps.ie. In brief when visiting our School/College/Centre, the following rules must be observed:

- The school principal/management team 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/management team shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the staff and students;
- All visitors shall report to the school office/reception when arriving or leaving the school premises. Notices are displayed at all areas of entry indicating that all visitors are required to register with the school office/reception and obtain authorization from the principal/relevant staff member/management team/reception to remain on the school premises;
- Whenever possible, visitors should make an appointment or obtain authorisation from the principal/relevant staff member/management team/reception in advance. At the discretion of the principal/management team, such prior authorisation may be required;
- The staff member receiving the Visitor is responsible for ensuring the Visitor is aware of the fire and evacuation procedure for the premises should the alarm sound during the visit. The Visitor should be made aware of their nearest emergency exit and assembly point;
- Visits may be prohibited at certain busy times if preparation for school events or staff meetings are being conducted;
- All school visitors must comply at all times with school policies, administrative rules and school regulations;
- The principal/management has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the activities of staff or students. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary;
- Garda Clearance may be required for those visiting the school such as Guest Speakers, non-staff (visiting) Coaches/Instructors, Volunteers, and Contractors; and
- Visitors will use the utmost caution when driving near or on the premises. Regard should be given at all times for staff and student safety in the external walkways of the premises, and for those using the carpark facilities.

Link to the Characteristic Spirit and Ethos of the School

St Oliver Post Primary School is committed to the highest standards of pupil achievement in all areas of the curriculum. From time to time, achieving these standards will involve engaging outside

agencies and/or professionals to augment the skills and talents of St Oliver Post Primary School staff. Equally, meetings between school staff and parents/guardians are a regular occurrence that support the educational development of our pupils.

Aims of the Policy Document

We aim to communicate the following with this policy document:

- The correct procedures for all visitors to St Oliver Post Primary School;
- St Oliver Post Primary School management and staff welcome the input of parents/guardians as well as the expertise and talents from visiting professionals and members of the local community;
- All visitors to the school must follow necessary school protocols set out in this document;
- School visits from visiting professionals or tutors must be carefully co-ordinated by the principal and/or a designated member of the teaching staff;
- Roles and responsibilities of visiting professionals and/or tutors during scheduled visits to the school must be clearly defined and made known to all members of staff and children who engage with them in advance of any work commencing; and
- Child protection guidelines will be strictly followed in relation to all visitors to the school.

Policy Guidelines for Visitors to the School

Meetings with Parents / Guardians

- All parents / guardians must go to the Administration / Secretary's Office to identify themselves and place their request for a meeting;
- Appointments must be made through the school office;
- Such appointments may be made in advance by phone;
- Meetings with the Principal, Deputy Principal, or individual teachers must be held in an office or a classroom where there are no pupils present unless requested by both parties;
- Discussions must be held in a professional manner with courtesy extended to both parties;

Parent Teacher Meetings

- At a Parent / Teacher Meeting, a parent/guardian/teacher may ask to meet with the Principal or Deputy Principal in private to discuss any point of disagreement which arises;
- Such meetings may be deferred to a date following the Parent/Teacher meeting in the interests of those waiting for the teacher/Principal; and
- The Purpose of Parent / Teacher meetings is to discuss students' progress.

Description of Visiting Professionals

Visiting professionals and/or tutors include, for example:

- Sports Coaches;
- Family Support Worker;
- NEPS Personnel;
- National Education Welfare Officer;
- Special Educational Needs Officer;
- Visiting Teacher for the Visually Impaired;
- Visiting Teacher for Deaf Children;

- Speech Therapist;
- Occupational Therapist;
- Performing Arts Teachers/Tutors;
- Outside Speakers e.g. wellbeing workshops;
- Diocesan Advisor; and
- Others.

Protocols for Visiting Professionals

All visitors to the school are required to be aware of the following protocols:

1. All visitors including professionals, on all occasions, must come through the school office. Visitors must not go directly to any room in the building without first presenting at the secretary's office (reception);
2. For child protection and health/safety reasons, all visitors are required to sign the visitors' book;
3. Visitors are to collect a visitors badge from the school office, and return it when they are leaving;
4. For the first visit to the school, all visitors must make an appointment to meet with the school principal and/or designated member of staff. Adequate notice must be given;
5. In advance of any work commencing with pupils or staff, the following will be established at the initial meeting with the principal teacher and/or designated member of staff:
 - a. The exact purpose and expected outcome(s) of the work being undertaken with children and/or staff;
 - b. Comprehensive details of the planned programme of work – times and dates etc;
 - c. Confirmation of Garda Vetting (if the professional will be working in an unsupervised setting);
 - d. Cost of services provided and method of payment. Cash payments will not be made. Payments will only be made when all LMETB requirements are met;
 - e. Resources and equipment to be used by the individual(s);
 - f. The member of teaching staff responsible for subsequent visits agreed in the programme of work outlined in b. above;
 - g. Except in very exceptional circumstance e.g. Psychological Assessment, visitors to the school must be supervised by a member of the teaching staff at all times when working with the children;
 - h. Adult visitors to the school, who are providing services to the children and/or staff, are welcome to use the school's staff toilet facilities;
 - i. Visitors to the school will be permitted to use the school car park if there are spaces available;
 - j. All visitors are required to adhere to the school's basic principles of respect, empathy, trust and integrity. Visitors are also required to exercise discretion and to avoid sharing information learned about the children while visiting the school;
 - k. Copies of reports/notes taken on children, staff or school practices must be made available to the principal teacher and/or designated member of staff; and
 - l. Visitors do not have permission to take photographs of any members of the school community.

Other Visitors

All other visitors to the school (e.g. Inspectors, SEC examiners, delivery personnel, utility workers, contractors) should report to the School Office so that the required member of staff can be contacted to meet with them.

Communication of Policy

A copy of this policy will be provided upon request from the school office. It will also be published on the school's website.

BOM & LMETB Ratification/Resolution Process for This Policy

BOM Ratification

<i>Date Ratified by the Board of Management:</i>	
<i>Proposed By:</i>	
<i>Seconded By:</i>	
<i>Signed:</i>	<i>(Chairperson, BOM)</i>
<i>Scheduled Date for Review of the Policy:</i>	

LMETB Ratification/Resolution of the ETB Board

<i>Date of Resolution of ETB Board</i>	
<i>Signed</i>	<i>(Chairperson)</i>