



Visitors to the School

Introductory Statement

Presentation Primary School aims to provide a happy, secure, friendly, learning environment, which values and encourages visitors to the school. In the interest of health and safety of pupils and staff, Presentation Primary School seeks to establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the school.

Relationship to the Characteristic Spirit and Ethos of the School

Presentation 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 Presentation Primary School staff.

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 Visitors

Visitors to the school may include, but are not limited to:

- Department of Education
- Professional Development Service for Teachers (PDST)
- An Garda Siochana
- Visiting teachers eg. Teacher of Deaf
- Children's Services e.g. NEPS, NCSE, TUSLA, HSE, etc.
 - Psychologist
 - Speech and Language Therapist
 - School Nurse/Doctor
 - Education Welfare Officer
 - Social workers/care workers
- Sports coaches/instructors e.g. Waterford Sports Partnership, GAA, IFA, Waterford Gymnastics
- Guest Speakers e.g. poets/authors, Science Week, Heritage Week, personal development, health and safety
- Other curriculum areas eg. music teachers, artists, Junior Achievement
- DEIS supports e.g. Waterford School Completion Programme providers, Art Therapist
- School Meals i.e. service managers
- Maintenance persons e.g. IT, Plumbing, Electrical
- Contractors/Trades people

- Clergy/ Dioscesan Advisors
- Prospective parents and employees
- Work experience students / student placements
- Other eg. school photographer, sales personnel, prospective parents and employees

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

Parents/Guardians as Visitors

- Parents wishing to meet with teachers or administrators during the course of the school day are encouraged to make appointments in advance.
- Parents who visit the premises during the school day to collect students for external appointments are asked to report to the school office to collect their child
- Parents attending courses organised by the Home School Liaison Teacher are met by the HSCL teacher.

Guest Speakers

- Guest speakers may be invited to the school where the Principal's authorisation 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 Board of Management prior to being invited to the school.

Paid Coaches/Instructors

- Will work under the supervision of a designated teacher.
- Should have a recognised qualification in the activity they are to deliver.
- Must receive Child Protection training.
- Must submit a Garda Vetting report.
- Should have appropriate experience of working with young people.
- Must provide the names and contact details for two character referees.
- Must have current public liability insurance.

Volunteers

- Volunteers who will be on the premises during school hours must submit a Garda clearance form. Volunteers who assist the school on an occasional basis provided such assistance does not involve the coaching, mentoring, counselling, teaching or training of children do not require Garda Vetting (DES Circular 0016/ 2017 FAQ 4 (b))
- Volunteers will only work directly alongside a member of the school staff.

Contractors

- Contractors will be requested to visit the premises, as far as is practicable, after school hours
- Contractors who 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

- Parents are requested to make the school aware of visiting rights of parent(s) should any special conditions prevail. Documentary evidence may be required.
- 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.

General Requirements for Visitors

- All visitors shall report to the Principal/school office when arriving or leaving the school premises. Notices shall be displayed at the entrance to each building indicating that all visitors are required to report to the Principal/Office.
- Whenever possible, visitors should obtain authorisation from the principal in advance.
- Visits may be prohibited at certain times e.g. during Covid- 19 pandemic, standardised testing etc.
- The school requires visitors to collaborate with teachers to ensure that any programs and content delivered by them are delivered in a manner that supports and promotes the ethos of our school and are in line with the curriculum and policies of the school.
- All school visitors must comply at all times with Board of Management and Department of Education & Skills policies, administrative rules and school regulations.

Communication of Policy

This policy will be published on the school website. It will be sent to parents/guardians on Aladdin Connect app. A copy of this policy will be provided upon request from the secretary's office.

Ratification of Policy

This policy was ratified by the Board of Management of Presentation Primary School in December 2021.

Signed : *Terence White* Chairperson

Date: 08/12/2021