



# Scoil Mhuire, Milford, Co. Cork.

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## **SCHOOL VISITORS POLICY**

### **Rationale**

It is and will remain Scoil Mhuire's policy to welcome visitors to the school. However, the school also recognises its responsibility to ensure that pupils may learn in an educational environment free of unnecessary disruption that is safe for children and staff, preserving the privacy rights of pupils, minimising disruption to the educational process and maintaining order and security on its premises.

All visitors have a duty to take reasonable care of themselves and others whilst on the premises.

### **Aims**

1. To provide a safe and secure environment for our students, staff and resources.
2. To establish protocols and procedures that effectively monitors and manages visitors whilst not compromising the open and inviting nature of our school.

### **Policy**

All visitors should report to the Principal/Deputy Principal/Secretary on arrival. Visitors are not permitted to enter the school without permission

from school staff and the principal retains the right to refuse entry to the school if there is a justifiable reason. All visitors are asked to report to the main entrance of the school and ring the doorbell to alert the staff. Proof of identification may be requested. Visitors should not be left with children out of sight of a member of staff unless they are Garda Vetted, are a visiting professional (e.g. school nurse), or that child's parent.

Photography and analogue or digital recording in any form will only be permitted at the discretion of the Principal/Deputy Principal. This may be to comply with the Data Protection Act, preserve copyright or maintain confidentiality. Also, to preserve confidentiality, visitors must not pass on any information obtained on their visit to anyone who does not need to know that information. Any non teaching staff, including voluntary staff and visitors are expected to report any disclosures by pupils or parents/carers, of a concerning personal nature to the designated child protection liaison person (Daniel O'Flynn) as soon as possible after the disclosure and in an appropriate setting, so others cannot overhear. This is to ensure the safety, protection and well being of all our pupils and staff.

All visitors must have regard for the health, safety and security of everyone and everything on the premises. A copy of Scoil Mhuire's Health and Safety policy will be made available if requested or needed. If a visitor is to be restricted to specific areas of the school then this will be made clear.

Substitute Teachers will be made aware of the Substitute Teacher Folder available in each classroom. They are made aware of the location of the staff room, toilets, emergency exits and other classrooms. They are also made aware of the supervision rotas, break times and finishing time.

Where possible, visits by Contractors, especially for maintenance, should be made at times when the pupils are not on the premises.

Where appropriate, visitors to the school will be asked to show their proof of Garda Vetting.

### Unknown/Uninvited Visitors

1. Any visitor to the school who does not report to the Principal/Deputy Principal will be asked to name their business on the school grounds.

2. In the event that the visitor refuses to comply, they should be asked to leave the school grounds immediately and the School Principal/Deputy Principal promptly informed.
3. The Principal/Deputy Principal will consider the situation and decide if it is necessary to inform the police.
4. If the unknown visitor becomes abusive or aggressive, they will be asked to leave the grounds immediately and warned that if they fail to leave the school grounds, Garda assistance will be called for.

**Monitoring**

The policy, its implementation and effectiveness will be monitored by the Principal and staff.

This policy should be read in conjunction with the school's Child Protection and Confidentiality Policy and guidelines.

This policy will be reviewed in 2024.

Ratified by the B.O.M on \_\_\_\_\_

Signed: \_\_\_\_\_ Chairperson

Signed: \_\_\_\_\_ Principal

Date \_\_\_\_\_

<b>Ratification Date</b>	<b>1st Review Due</b>	<b>2nd Review Due</b>	<b>3rd Review Due</b>
November 2024	2026	2029	2031
Completed	Completed?	Completed?	Completed?