



RAHEEN NATIONAL SCHOOL

Raheen, Clonroche, Enniscorthy, Co. Wexford. Y21 E129

Telephone: 051 428258 Email: raheenns.ias@eircom.net



Visitor Policy

The Board of Management of Raheen N.S. seeks to provide an open and friendly learning environment, which values and encourages visitors to the school.

At the same time, the Board has legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, while also protecting and preserving the school's facilities and resources from misuse or vandalism.

Aims

- To provide a safe and secure environment for our students and staff.
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the school.
- To ensure we are compliant with our procedures for managing risks to pupils in accordance with our Child Safeguarding statement.

Definitions

Visitors to the school are defined as all people other than staff members and students.

Type of Visitor

1. Parents
2. Department of Education & Science Officials
3. Clergy
4. Childcare providers /afterschool care providers
5. Paid coaches and instructors
6. Volunteers (parents, sport coaches, etc.)
7. Contractors

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 visitor's 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.

General requirements for visitors

1. All visitors must ring the buzzer at the front door. Entry to the school through any other door is strictly forbidden.
2. Our secretary or a member of staff will answer the door and will accompany the visitor to the school office when arriving or leaving the school premises. All visitors are required to register with the school office and sign in the Visitors book when entering the premises.
3. They will then obtain authorization from the secretary/principal to remain on the school premises. Whenever possible, visitors should obtain authorisation from the principal in advance.
4. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after school holidays or other breaks and while preparations for school events are being conducted.
5. All school visitors must comply at all times with Board of Management and DES policies rules and school regulations.

Parents as Visitors

1. Parents wishing to meet with teachers must make arrangements in advance through our school secretary, to settle an agreed date and time which is suitable to all parties. Parents must also give an indication as to the purpose of the meeting. Turning up unannounced to discuss the well being of a child is not permitted.
2. Parents who visit the premises during the school day to collect students for external appointments are asked to ring the buzzer at the front door, which will be answered by the secretary or a member of staff. They must sign their child out, stating the date, time and reason for removing their child/children. They must also inform the staff member if the student will return to school before the end of the school day. The staff member will retrieve the student from the relevant classroom and bring them to the parent at the front door. Parents are not permitted to go to classrooms to retrieve their children. We cannot allow unvetted personnel to move freely around our school.
3. Lunches/homework /class textbooks PE /sports equipment can be left with secretary who will arrange delivery to student.

IF ANY OTHER PEOPLE OTHER THAN PARENTS/GUARDIANS ARE COLLECTING PUPILS AT THE END OF THE SCHOOL DAY, OR IF ALTERNATIVE COLLECTION ARRANGEMENTS ARE BEING MADE, THE SCHOOL MUST BE INFORMED.

Paid Coaches & Instructors

1. All coaches /instructors will work under the supervision of a designated teacher. All must show their Garda vetting disclosures to the Principal prior to commencement.

2. All should have a recognised qualification in the activity they are to deliver and have Child Protection training and should have appropriate experience of working with young people.
3. All must provide the names and contact details for one character referees.
4. Coaches and instructors must have current public liability insurance also.

Volunteers

Volunteers who will be on the premises during school hours must submit a Garda vetting form and must be supervised by staff.

Guest Speakers

Guest speakers may be invited to the school where the principal teacher'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 Principal prior to being invited to the school. They will be supervised by the teacher during their time with the pupils.

Contractors

Contractors who may occasionally visit the premises during the school day must be accompanied by a member of staff.

Special situations

Both custodial and non-custodial parents of a Raheen N.S. student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a noncustodial 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.

Policy Ratification

This policy was ratified by the BOM on 27/09/23

Chairperson: 

Principal: Sarah Browne