

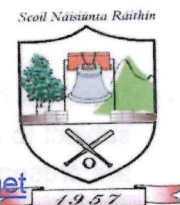


RAHEEN NATIONAL SCHOOL

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Visitors and Contractors Policy

1. Purpose

Raheen National School is committed to providing a safe and secure environment for pupils, staff and visitors. This policy sets out clear procedures for managing visitors and contractors on the school premises, supporting the school's Child Safeguarding Statement, Health and Safety Policy and associated safeguarding procedures.

2. Scope

This policy applies to visitors and contractors who remain within the school environment beyond the normal dropping off or collection of a pupil during normal school operating hours and whenever pupils are present. This includes parents/guardians attending meetings, visiting professionals, guest speakers, external tutors, coaches, volunteers, clergy, contractors and other persons visiting the school.

Parents/guardians who are simply collecting or returning a pupil are not required to use the Visitors Book. The school's existing pupil sign-out/sign-in procedure applies, and parents/guardians may also pre-notify the school through Aladdin.

3. Access to the School

- Visitors should use the main entrance, ring the doorbell and wait to be greeted by a member of staff.
- Visitors who are remaining on the premises are escorted to the school office to sign the Visitors Book before proceeding elsewhere in the school.
- Visitors must not proceed directly to classrooms or other areas of the school without the knowledge and permission of a member of staff.
- Where practicable, the school secretary will notify staff when a visitor or contractor will be present on the school premises, outlining the purpose of the visit and the area(s) of the school or grounds in which they can reasonably be expected to be. This supports staff awareness and vigilance and enables any unexpected or unauthorised presence on the school premises to be identified and addressed promptly.
- Staff should query or report the presence of any person on the school premises whom they do not recognise as an authorised visitor where they have a safeguarding or security concern.
- Parents/guardians attending a planned meeting with the Principal or a teacher during the school day are required to sign in and out.

- Meetings held before pupils arrive or after pupils have been dismissed are not normally subject to the Visitors Book procedure solely for child safeguarding purposes, unless pupils are present or the school determines that signing in is appropriate for health and safety or operational reasons.

4. Visitors Book

The Visitors Book will record only the information reasonably required to identify who is on the premises and the purpose and duration of the visit.

- Name of visitor
- Organisation, where relevant
- Reason for visit
- Time of arrival
- Time of departure

Regular or familiar visitors are also recorded on each visit while pupils are present. Where appropriate, the staff member greeting a familiar visitor may make the entry in the Visitors Book on that person's behalf.

5. Supervision and Access to Pupils

Visitors who are not appropriately Garda vetted must not be left alone with pupils. All visitors must remain within the area relevant to the purpose of their visit and comply with the directions of school personnel.

Being Garda vetted does not, in itself, give a visitor unrestricted access to pupils or to the school. Access to pupils is permitted only for the agreed purpose of the visit and in accordance with school safeguarding and supervision arrangements.

6. Parents and Guardians

Parents and guardians are welcome to attend pre-arranged meetings and school activities. During the school day, parents/guardians attending a meeting or remaining on the premises beyond ordinary collection or drop-off must report to the office and sign the Visitors Book. Parents/guardians should not proceed directly to classrooms unless invited or authorised by a member of staff.

7. Regular and External Visitors

Regular visitors, including visiting professionals, external tutors, coaches, clergy and other persons who attend the school periodically, are subject to the same safeguarding and access requirements. Each visit should be recorded while pupils are present, either by the visitor or by the member of staff receiving them. Relevant Garda vetting and school procedures for external personnel apply.

8. Contractors and Maintenance Personnel

Contractors must report to the school office/designated member of staff before commencing work and must comply with school access, safeguarding and health and safety requirements. Where reasonably practicable, maintenance and works presenting additional safeguarding or health and safety concerns will be scheduled outside pupil contact time.

Contractors who are not appropriately Garda vetted must not be left alone with pupils. Their access to pupil areas should be limited to what is reasonably necessary for the work being undertaken.

9. Emergency and Evacuation Procedures

The Visitors Book forms part of the school's arrangements for accounting for persons on the premises. In the event of an emergency or evacuation, the school secretary will, where safe and practicable, take charge of the Visitors Book and bring it to the designated assembly area so that visitors and contractors can be accounted for.

10. Child Safeguarding

All visitors and contractors are expected to respect the school's Child Safeguarding Statement and safeguarding arrangements. Any concern relating to the safety or welfare of a pupil must be brought promptly to the attention of the Principal/Designated Liaison Person in accordance with the school's Child Protection Procedures.

11. Responsibility and Review

The Principal is responsible for the day-to-day implementation of this policy, with the cooperation of all school personnel. Staff should ensure that visitors are directed to the office and that the procedures are applied consistently. The policy will be reviewed periodically and when required by changes in school practice, safeguarding requirements or relevant guidance.

Adoption

This policy was reviewed and adopted by the Board of Management of Raheen National School on 21.09.26.

Signed: <u>[Signature]</u>	Signed: <u>Sarah Browne</u>
Chairperson, Board of Management	Principal
Date: <u>20/9/26</u>	Date: <u>21.09.26</u>

