



# SCHOOL VISITORS POLICY

## Meán Scoil Mhuire Longford

**Chairperson:** Ms. Karen Clabby  
**Principal:** Ms. Aoife Mulrennan  
**Date:** 9<sup>th</sup> December 2021

## **School Visitors Policy**

### **Mission Statement**

Meán Scoil Mhuire is a voluntary Secondary Catholic School. It is a centre for the holistic formation of girls and young women.

- (1) We respect the dignity of each person with her unique background, talents, traditions and beliefs.
- (2) We provide a pleasant disciplined atmosphere in which students can grow spiritually, morally, academically, socially and culturally.
- (3) We expose all to a rich cultural heritage and help them to acquire the knowledge and skills, which enables them to understand, appreciate and respect themselves, others and their environment.
- (4) We foster positive Christian values and self-esteem so that our students leave school with a sense of self-worth and self-esteem and are well equipped for the challenges of life.
- (5) We encourage partnership at all levels between the management, staff, parents, students and the local community.
- (6) Meán Scoil Mhuire has not only a highly respected academic tradition. We also develop creativity, leadership and social skills by promoting involvement in extra-curricular activities.

### **Introduction**

In keeping with our mission statement, the Board of Management of Meán Scoil Mhuire seeks to provide an open and friendly environment which values and encourages visitors to the school while protecting the safety and welfare of students and staff.

### **Purpose**

- To establish protocols and procedures to effectively monitor and manage visitors to the school, whilst not compromising the open, inviting and welcoming environment we seek to create in Meán Scoil Mhuire.
- To create strong partnerships with the wider community and the school community.
- To comply with relevant legislation.

### **Definitions**

Visitors to the school are defined as all people other than staff members, ancillary staff, students, and parents/guardians involved in the task of delivering or collecting students at the start or the end of the school day.

### ***Type of Visitor***

- Guest Speakers
- Department of Education and Science Officials

- Coaches and Instructors
- School Photographers
- Volunteers
- Trades people/Contractors
- HSE Staff (vaccinations)
- IT Consultant
- Catering providers
- Religious Instructors
- Educational Book Representatives
- Tusla Personnel
- NEPS Personnel
- University Personnel/ Associates

### **Aims/Objectives:**

- To provide a safe and secure environment for our students and staff.
- To establish protocols and procedures that effectively monitor and manage visitors to Meán Scoil Mhuire, whilst not compromising the open and inviting nature of the school.

### **Procedures**

- Whenever possible visitors should obtain authorisation from the principal in advance of the visit.
- All visitors must report to Reception when arriving and before leaving the school premises.
- All visitors must sign the Visitors Book entering and again when leaving the premises, stating the time of arrival and departure, Name/Company and purpose of Visit. Visitors will be given a red identification lanyard to wear for the duration of their visit on site. This is to be returned to reception prior to departure.
- Ensure Garda vetting is up to date.
- All visitors to the classroom should work directly alongside a member of the school staff, see RSE and SPHE policies in relation to protocols.
- Child protection training must be completed where applicable
- Identification is to be shown on arrival, where applicable.
- All visitors must make themselves aware of and follow Covid Protocols in the school.

### **Roles and Responsibilities**

#### ***Principal***

- To determine which visits are permitted including the discretion to set any appropriate conditions on the nature and extent of such visits.
- To ascertain Garda Vetting and Child Protection training compliance where appropriate.

### ***School Personnel***

- To ensure that parent/guardians and other visitors are courteously received and sincere efforts are made to provide them with the information needed to foster a co-operative relationship between home, school and community.
- To ensure that any programme or content delivered by visitors complies with the ethos of the school.
- To remain in a supervisory capacity with any visitor to the school, unless the principal has instructed/ indicated otherwise.
- To follow procedures for receiving visitors in the school.
- To report any suspicious activity to Senior Management.

### ***Special Situations***

Parents are requested to make the school aware of visiting rights of parent(s) should any special conditions prevail. 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 programme or place students and/or staff in danger. Any such individual shall be directed to leave the school premises immediately and law enforcement contacted. The Board of management will be informed of any such incidents.

### **Legislation**

Safety, Health and Welfare at Work Act 2005

The Children First Act 2015

### **Links with Other Policies**

- Code of Behaviour
- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Health & Safety Policy/ Statement
- Covid Health & Safety Policy
- Social, Personal and Health Education (SPHE) Policy
- Relationships and Sexuality Education (RSE) Policy

### **Implementation**

This policy was updated and ratified by the Board of Management on 9<sup>th</sup> December 2021 and is monitored and reviewed on a yearly basis.