



## **St Brendans B.N.S.**

### **School Visitors Policy and Procedures**

#### **Policy Statement**

The Board of Management assures all visitors a warm, friendly and professional welcome to St Brendans Boys National School, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Board of Management and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Board of Management recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitors escorted departure from the school site.

#### **Policy Responsibility**

The Principal is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's caretakers, secretary and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Principal.

#### **Aim**

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at St Brendans BNS can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

#### **Objectives**

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, board of management, visitors and parents and conforms to child protection and safeguarding guidelines.

#### **Where and to whom the policy applies**

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary walls), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All board of management members of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

## **Protocol and Procedures**

### **Visitors to the School**

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who/why they are visiting, if necessary car registration.
- All visitors will be required to wear a red identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List

## **Approved Visitor List**

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that they have the written authorisation of the Principal to travel around the school site unaided.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book). A copy of the approved visitor list will be kept behind reception at all times.

## **Classes and Courses run by HSCL**

The school runs a number of classes and courses for parents, grandparents and friends. All participants may enter the school by the entrance at the school hall and sign in for their class/course with the HSCL teacher. They will then be given a yellow identification badge, which they must wear for the duration of their time on the premises. This badge should be handed back to the HSCL teacher and they must sign out when leaving the premises. People attending these classes and courses are not Garda vetted and therefore should not be allowed to have unsupervised access around the school.

## **Parental Volunteers**

All members of the board of management and parent association as well as all parental volunteers are Garda vetted by the school. Volunteers who will be working with children under the supervision of the HSCL or class teachers must wear a blue identification badge. The above procedures apply for these volunteers when entering and exiting the school.

## **Visitors Departure from School**

On departing the school, visitors **MUST** leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff will escort the visitor to the main entrance door (ensuring the visitor does not re-enter the school site, potentially breaching security).

## **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal (or Deputy Principal) should be informed promptly.

The Principal or Deputy Principal will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

## **Board of Management and Volunteers**

All board of management, parents association and parent helpers must comply with Garda Vetting procedures, completing a vetting form (if not already held) via the School office.

The School must check all board of management and parent helpers vetting certification is current (i.e. less than 3 years old)

New board members of members of the parents association will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Principal and HSCL teacher.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

## **7. Staff Development**

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

## **8. Linked policies**

This policy and procedures should be read in conjunction with other related school policies, including:

- Child Protection Policy
- Healthy and Safety Policy
- Parent Participation and Staff communication policy
- Fire Safety Policy

The policy will be reviewed by the Board of Management in February 2018

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

