



Visitors' Policy

**Dunshaughlin Community
National School**

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1. Introductory Statement

It is the policy of Dunshaughlin Community National School to provide a safe and secure environment for our pupils and staff. Visitors, pupils, parents, and volunteers have a duty to comply with school regulations and instructions relating to safety, health and welfare whilst on the premises.

In brief when visiting our school, the following rules must be observed:

- The school principal/deputy principal/ relevant staff member 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/deputy principal /relevant staff member shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the staff and pupils.
- All visitors shall report to the office/ principal's classroom (during teaching time) when arriving or leaving the school premises. Notices are displayed at all areas of entry indicating that all visitors are required to register with the office.
- Whenever possible, visitors should make an appointment or obtain authorisation from the principal/relevant staff member in advance. At the discretion of the principal/relevant staff member, such prior authorisation may be required.
- The staff member receiving a visitor is responsible for ensuring the visitor is aware of the fire and evacuation procedure for the premises should the alarm sound during the visit. The visitor should be made aware of their nearest emergency exit and assembly point.
- Visits may be prohibited at certain busy times if preparation for school events or staff meetings are being conducted.
- All school visitors must always comply with school policies, administrative rules and school regulations.
- The principal/management has the authority to exclude from the school premises any person who disrupts or who

appears likely to become a disruption to the activities of staff or pupils. Any such individual shall be directed to leave the school premises immediately and Garda shall be called if necessary.

- Garda Vetting may be required for those visiting the school such as guest speakers, coaches/instructors, volunteers, and contractors.
- Visitors will use the utmost caution when driving near or on the premises. Regard should always be given for staff and pupil safety in the external walkways of the premises and for those using the carpark facilities.

2. Aims of the Policy

We aim to communicate the following with this policy document:

- The correct procedures for all visitors to Dunshaughlin Community National School.
- Dunshaughlin Community National School management and staff welcome the input of parents/guardians as well as the expertise and talents from visiting professionals and members of the local community.
- All visitors to the school must follow necessary school protocols set out in this document.
- School visits must be carefully coordinated by the principal and/or relevant staff member.
- Child protection guidelines will be strictly followed in relation to all visitors to the school.

3. Visitors to the School

Visitors may include, for example:

- Inspectors
- Special Education Needs Co-Ordinator
- Sports Coaches.
- Family Support Worker.
- NEPS Personnel.
- National Education Welfare Officer.
- Special Educational Needs Officer.
- Visiting Teacher for the Visually Impaired.

- Visiting Teacher for Deaf Children.
- Speech Therapist.
- Occupational Therapist.
- Performing Arts Teachers/Tutors.
- Outside Speakers e.g., wellbeing workshops.
- Parents/Guardians
- Contractors
- Others.

3.1 Protocols for Visitors

All visitors to the school are required to be aware of the following protocols:

1. The visitor must present to the school office/principal's classroom.
2. In the school office area, the visitor, for child protection and health/safety reasons are required to sign the visitors' book.
3. Any personal information collected regarding visitors are subject to the LMETB Data Protection Policies detailed here: <https://www.lmetb.ie/corporate/corporate-education-services/data-protection/>
4. Visitors may be asked to wear a visitor's badge from the school office and return it when they are leaving.
5. The visitor should wait at the school office so that the required member of staff can be contacted to meet with them and bring them to the designated area of the school.
6. Except in very exceptional circumstance e.g., Psychological Assessment, visitors to the school must always be supervised by a member of the teaching staff when working with the children.
7. Adult visitors to the school, who are providing services to the children and/or staff, are welcome to use the school's staff toilet facilities.
8. Visitors to the school will be permitted to use the school car park if there are spaces available.
9. All visitors are required to adhere to the school's basic principles of respect, empathy, trust and integrity. Visitors are also required to exercise discretion and to avoid sharing information learnt about the children while visiting the school.

10. Unless prior permission has been sought and approved, visitors do not have permission to take photographs of any members of the school community. Parents/guardians are only permitted to take a photograph of their own child during school events.

4. Meetings with Parents/Guardians

- Appointments with school staff can be made through the Aladdin app or by email to the school email (dunshaughlincns@metb.ie). Meetings should be pre-arranged where possible. In circumstances, where a meeting cannot proceed as planned, please notify the school immediately.
- Meetings with the principal or individual teachers will be held in an office or a classroom where there are no pupils present unless requested by both parties. The school does not take responsibility for children during meeting times.
- Discussions must be held in a professional manner with courtesy extended to both parties. Aggressive or threatening behaviour will not be tolerated in any circumstances. A meeting may be adjourned should such behaviour arise, and the principal will be informed. Any subsequent meetings may include the presence of an additional member of staff.

4.1 Parent Teacher Meetings

- The purpose of Parent/Teacher meetings is to discuss pupils' progress.
- At a Parent /Teacher Meeting, a parent/guardian/teacher may ask to meet with the principal in private to discuss any point of disagreement which arises.
- Such meetings may be deferred to a date following the Parent/Teacher meeting in the interests of those waiting for the teacher/principal.

5. Communication of Policy

A copy of this policy will be provided upon request from the school office. It will also be published on the school's website.

6. BOM & LMETB Ratification/Resolution Process

BOM Ratification

<i>Date Ratified by the Board of Management:</i>	18/04/2024
<i>Proposed By:</i>	Gerry O' Connor
<i>Seconded By:</i>	Laura Murphy
<i>Signed:</i>	Gerry O' Connor <i>(Chairperson, BOM)</i>
<i>Scheduled Date for Review of the Policy:</i>	September 2025

LMETB Ratification/Resolution of the ETB Board

<i>Date of Resolution of ETB Board</i>	
<i>Signed</i>	<i>(Chairperson)</i>