

Visitors to the School Policy

Introductory Statement

This policy was devised by the Board of Management of Knock National School during April 2014.

Link to the Characteristic Spirit and Ethos of the School

Knock National School is committed to the highest standards of pupil achievement in all areas of the curriculum. From time to time, achieving these standards will involve engaging outside agencies and/or professionals to augment the skills and talents of Knock National School staff.

Aims of the Policy Document

We aim to communicate the following with this policy document:

1. Knock National School management and staff welcome expertise and talents from visiting professionals and members of the local community.
2. All visitors to the school must follow necessary school protocols set out in this document
3. School visits from visiting professionals or tutors must be carefully co-ordinated by the principal teacher and/or a designated member of the teaching staff.
4. Roles and responsibilities of visiting professionals and/or tutors during scheduled visits to the school must be clearly defined and made known to all members of staff and children who engage with them in advance of any work commencing.
5. Child protection guidelines will be strictly followed in relation to all visitors to the school.

Policy Guidelines for Visitors the School

Visiting professionals and/or tutors include for example:

1. Sports coaches – e.g. football, camogie, dance, gymnastics
2. Family Support Worker
3. School Completion Co-ordinator
4. National Education Welfare Officer
5. Visiting Teacher for the visually impaired
6. Visiting teacher for deaf children
7. Speech Therapist
8. Occupational Therapist
9. Music teachers/tutors
10. Outside speakers e.g. science day, engineering week, Green Schools
11. Artists and Heritage in Schools tutors
12. Diocesan advisor
13. Other

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

1. All visitors including parents, family members, professionals, on all occasions, must come through the school office. Visitors must not go directly to any room in the building without first presenting at the secretary's office (reception). For parents collecting children for appointments etc, providing they have given prior notice to the class teacher, or for dropping off items, they may go directly to the classroom in these instances only.

2. For child protection and health/safety reasons, all visitors are required to sign the visitors' book and wear a visitors' badge which they will receive from the school secretary. All visitors will be made aware that copies of our school's Child Protection and Health and Safety Policies are available on our website www.knockns.ie or available upon request from the school secretary. Signs throughout the school clearly specify that the principal teacher is the designated liaison person for child protection (DLP).
3. For the first visit to the school, all visiting professionals must make an appointment to meet with the school principal. Adequate notice must be given.
4. In advance of any work commencing with pupils or staff, the following will be established at the initial meeting with the principal teacher:
 - a. The exact purpose and expected outcome(s) of the work being undertaken with children and/or staff
 - b. Comprehensive details of the planned programme of work – times and dates etc
 - c. Confirmation of Garda Vetting
 - d. Cost of services provided and method of payment. Cash payments will not be made. Payments will only be made when valid invoices have been received. Receipts must be provided for all payments.
 - e. Resources and equipment to be used by the individual(s)
 - f. The member of teaching staff responsible for subsequent visits agreed in the programme of work outlined in b. above.
5. Except in very exceptional circumstance e.g. psychological assessment, visitors to the school must be supervised by a member of the teaching staff at all times when working with the children.
6. Adult visitors to the school, who are providing services to the children and/or staff, are welcome to use the school's staff room and toilet facilities.
7. 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 learned about the children while visiting the school.
8. Copies of reports/notes taken on children, staff or school practices must be made available to the principal teacher.

Communication of Policy

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

Ratification of Policy

This policy was presented to the school Board of Management and ratified on 9th April 2014.