



St. Nicholas' NS
Adare, Co. Limerick

Policy for Visitors to the School

Introductory Statement.

This policy was reviewed by the Board of Management of St. Nicholas' NS, June 2022

Link to the ethos of the school.

St. Nicholas' 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 the school staff.

Aims of the Policy

We aim to communicate the following with this policy document:

1. St. Nicholas Primary school 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. The Dept. of Education devolve responsibility down to the school, therefore school visits from visiting professionals or tutors will be approved by the Board of management and then co-ordinated by the principal and teaching staff.
4. Child protection guidelines will be followed in relation to visitors

Policy Guidelines for Visitors to the school

Visiting professionals and/or tutors include for example

Sport coaches

- Family support workers
- Visitors from outside agencies eg NEPS, NCSE, Child services etc
- Visiting teachers
- Speech Therapists
- Occupational Therapist
- Music teachers
- Outside speakers – science, STEM, Green Schools, Tidy Towns, Active Flag etc

- Artists and Heritage in schools' visitors
- Diocesan Advisors
- Local clergy
- Other

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

1. All visitors including professionals, on all occasions, must go directly to the school secretary and/or principal first.
2. The health and safety policy and the child protection policy are available upon request. The sign detailing the DLP and DDLP are visibly displayed at the main entrance.
3. Except in very exceptional circumstances eg Psychological assessment, visitors to the school must be supervised by a member of teaching staff at all times when working with the children.
4. Adult visitors to the school, who are providing services to the children and/or staff are welcome to use the staff room and staff toilet facilities.
5. Visitors to the school, will be permitted to use the school car park if there are spaces available.
6. 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.
7. Copies of reports/notes taken on children, staff or school practices must be made available to the principal teacher.

Communication of the Policy

A copy of this policy will be available upon request from the secretary's office.

Ratification of Policy

This policy was reviewed and ratified by the Board of Management of St. Nicholas' NS on 14th February 2022.

Signed : _____ *James Clarke* _____

James Clarke

Chairperson, Board of Management.

Date: _____ February 2022 _____

