



## Lackamore NS Visitor Policy

This policy was developed by the Managers of Lackamore National School in 2017 and reviewed in 2023 by the Board of Management. Its purpose is to provide information and guidelines to all visitors to the school,

### Aims

The aim of this policy is to provide guidelines for all visitors to the school and in so doing;

- Provide a safe and secure environment for our students and staff.
- Establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the school.

### Definitions

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

### General Requirements For Visitors

1. In the interests of safety all visitors to the school should report to the principal or another staff member
2. When possible visitors should obtain permission from the principal in advance.

### Parents/Guardians as Visitors

- Parents/guardians wishing to conference with teachers during the course of the school day are encouraged to make arrangements in advance.
- Parents/guardians who visit the premises during the school day to collect students for external appointments are asked to report to the child's teacher.

## Guest Speakers

- Guest speakers may be invited to the school where the principal's authorization has been sought and where it has been deemed that the use of such a speaker will bring specific knowledge and expertise to enrich the planned curriculum.

## Coaches & Instructors

- Will work under the supervision of a designated teacher.
- Must submit a Garda Vetting report.

## Volunteers

- Volunteers who will be on the premises during school hours must first complete Garda Vetting.

## Special Situations

Both custodial and non-custodial parents of a Lackamore NS student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make every effort to notify the custodial parent in advance of the visit.

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 program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

This policy was ratified by the Managers of Lackamore NS at its meeting held on October 25th 2017. It was reviewed at a meeting of the Board of Management on April 26<sup>th</sup> 2023

Signed: Michael L. O'Leary

Chairperson, Board of Management

Date: 26-4-23