

Policy on School Visitors

1. In the interests of safety all visitors to the school should enter via the main entrance and check into the secretary's office.
2. Teachers are willing to meet visitors at an appropriate time, by a mutually agreed appointment.
3. Should a visitor seek to meet a member of staff without a prior appointment, the member of staff reserves the right to defer meeting with any unexpected visitors during class time.
4. Aggressive behaviour of any kind by visitors against a pupil or a member of staff will not be tolerated in any circumstance.
5. In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or the gardaí may be sought.

Ratification and Review

This policy was ratified by the Board of Management on _____ and is implemented forthwith.

Signed: _____

Chairperson, Board of Management

Date _____

Next Review : September / October 2019

Communication

This policy is available on the school's website. It is also available on request from the Principal / Secretary.