

St Daigh's N S School Visitors Policy

- In the interests of safety all visitors to the school should enter through the front door and check into the office.
- Teachers are willing to meet visitors at an appropriate time, however, only visitors with appointments will be permitted to see a member of staff.
- If a visitor approaches a member of staff without an appointment, the member of staff reserves the right to defer speaking about the matter in question until a later, more convenient time.
- Under no circumstances will a visitor be allowed to verbally or physically attack a child or a member of staff. In this instance the person will be asked to leave the school immediately and, if he/she refuses, then assistance should be sought from a colleague or the Principal.
- In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.

Implementation

This policy is effective from 8th March 2023.

Review Timetable

This policy will be reviewed in 2 years' time or earlier if necessary and amended as required by means of a whole school collaborative process.

Ratification & Communication

This policy was ratified by the Board of Management on 8th March 2023.

Parents will be made aware in the next school communication that the policy is available for viewing by appointment in school or alternatively on the school website.


Chairperson Board of Management


Principal

Date: 8th March 2023