

**Leap National School**

**Visitors and Contractors Policy**

This policy should be read in conjunction with the following documents:

Child Safeguarding Statement & Risk assessment 2018

**Aim**

To safeguard all children during school opening hours whilst following the curriculum and out of school activities.

The ultimate aim is to ensure that children at Leap National School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

**Objectives**

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all the staff, board of management, visitors and families and conforms to child protection guidelines as set by the DES.

Leap National School is deemed to have control and responsibility for its children anywhere on the school grounds, during normal hours and on school organised (and supervised) off site activities. The policy applies to:

* All teaching and non-teaching staff employed by the school
* All external visitors entering the school site during the school day (including speech & language therapists, occupational therapists, psychologists, physiotherapists, school nurse, school doctor, priest, sports coaches, journalists, topic-related visitors etc.)
* All board of management members of the school
* All parent volunteers
* All families
* All children
* Education personnel (Advisors, inspectors etc)
* Members of the parish
* Building and Maintenance contract
* Volunteers

**External Visitors to School**

Staff are required to be familiar with the school’s Child Safeguarding Statement and Risk Assessment in relation to preventing unsuitable people from working with children and young persons in the education service. This policy applies to all visitors invited to the school by a member of staff.

**Protocol and Procedures**

a) Before a visitor is invited to the school the Principal should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

Permission must be granted by the Principal before a visitor is asked to come to school and information must be entered into the INTO wall-planner (to be found on notice board in the staffroom)

b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

* All visitors must report to the principal on arrival and must enter the school via the main entrance.
* All visitors must state the purpose of their visit and who has invited them. They should be prepared to produce formal identification.
* All visitors will be asked to sign the Visitors Book at the school entrance.
* Contractors will be required to sign the Visitors Book too.
* Visitors will be required to wear a Visitor Badge at all times.
* The following notice will be shared with visitors:

**Notice to Visitors**

**Safeguarding Children**

If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact a member of school staff as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.

**Health and Safety**

Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.

**Classrooms**

Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

**Emergency**

If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

**Accidents**

Any illness, injury or accident must be reported to the school Principal.

**Smoking**

It is against the law to smoke on school premises.

**Property or Vehicles**

The school accepts no responsibility for any loss or damage to visitors’ property or vehicles.

c) Visitors will then be escorted to their point of contact. The contact will then be responsible for them while they are on site.

d) On departing the school, visitors should leave via main entrance and will sign out via the Visitors Book.

e) Where possible, visits by contractors especially for maintenance should be made at times when there are fewer children on the premises. Building contractors to the site must be accompanied by either the Site Manager, Principal Teacher or Board of Management member.

* Building contractors working on the school site unsupervised will follow Health and Safety requirements at all times.

f) If a visitor is to be working unsupervised with a pupil, a copy of the relevant Vetting document is required.

**Unknown/Uninvited Visitors to School**

* Any visitor to the school site who is not wearing an identification badge should be challenged politely to enquire who they are and their business on the school site.
* They should then be escorted to the main entrance door to sign the Visitors Book and be issued with an identity badge. The procedures for invited visitors then apply.
* In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal Teacher, or other senior member of staff should be informed promptly.
* The Principal Teacher will consider the situation and decide if it is necessary to inform the gardaí. If the unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, garda assistance will be called for.

**Monitoring and Evaluation**

The suitability of all visitors invited into school to work with the children will be assessed throughout the visit and a decision made as to whether they may be asked to visit the school in future.