

St Anne's Community College



External Visitor Policy

Casual Visitors

It is school policy that all visitors to the school report to the main office before accessing any other part of the building. A sign at the school entrance informs all visitors of this requirement. The location of the main office is clearly signposted.

Signs on all entrances to the school apart from the main office show only students and teachers are allowed access.

All visitors will be asked to sign in and will be provided with a visitor's badge before they gain access to the school building.

Visitors will then be accompanied by a staff member while they are present in the school building.

Unidentified visitors

In the event of a staff member meeting with an individual in the building whom they do not recognise and who is not wearing an official school visitor badge, they should ask the person if they have reported to the school office. If there is any reason for concern the office staff or senior management should be notified.

Meetings with Students

When an individual calls to the school asking to meet with a particular student that person will be asked for their identity and their relationship to the student. They will

also be asked the reason for the meeting. In the case of near relatives, with a valid reason for requesting to meet the student, a member of the office staff will locate the student and inform the student of the situation. If the student agrees to the meeting he/she will meet with the person concerned at the Office area of the school. If the student is reluctant to meet with this person the school will contact home for further clarification before any meeting happens.

Unannounced Visitor to Classroom

If an unidentified person goes to a classroom and requests a meeting with a student, the meeting should not be facilitated at that point. The person should be accompanied to the school office so that the above procedures can be followed. The teacher should locate another adult to accompany the person to the office. Should it happen that an individual, other than a close relative, requests to meet a student then the student's parent/guardian must be contacted for further clarification.

Contractors on site

All contractors/outside workers will be accompanied by the school caretaker/member of staff if they are carrying out any essential repair/on-site work while students are in attendance.

Communication of school visitor policy to the school community

A copy of the School Visitor Policy is made available to, school personnel and the parents association.

The policy is readily accessible to parents on request. In particular, a copy of the policy shall be published on the school website.

Policy Ratification

This policy was ratified by the Board of Management of St Anne's Community College on 16th June 2022

Signed


Chairperson

Signed


Principal