



# Riverview Educate Together National School Visitor Policy

**Ratified November 2016.**

## **Introductory Statement**

This policy has been devised by the Board of Management of Riverview Educate Together to create clarity in relation to visits by third parties to the school.

## **Aims of this Policy**

This policy aims to

- 1) safeguard pupils
- 2) avoid visitors calling at unsuitable times, which could be disruptive to school activities.

## **Policy Details**

1. If someone (other than a pupil's parent) wishes to visit the school, they must make an appointment in advance through the office. The school will do its best to accommodate a visit, outside of classroom hours (i.e. 8.30am – 1.10pm). If someone arrives at the door without an appointment, they will not be admitted.
2. If a parent of a potential pupil calls to the school to make an enquiry re enrolment, the Secretary will bring them to her office to deal with the query. She will show them to the front door once finished.
3. Pupil's parents drop pupils to the school door and collect from there also. If they wish to speak to a teacher or the principal after classroom hours, they need to make an appointment. If they need to pass an immediate message to the teacher they may do so during drop off or pick up time, however for a longer conversation, it is advisable to arrange a time to meet with the teacher.
4. All visitors must sign into the Visitors' Book (kept in the school Office) on arrival and will be given a visitor tag to wear visibly. On departure, the visitor signs out and returns the visitor tag.
5. School staff will endeavour to arrange necessary visits from external maintenance (or similar) workers outside of classroom hours. Where this is not possible, these visitors will be informed that they may not access classrooms without prior notice to the Secretary, who will then check with the teacher.

## **Distribution of the Policy**

This policy will be distributed to all stakeholders or potential visitors to the school as well as staff members. Parents will also be advised.

## **Review by BoM**

Ratified November 2016, reviewed December 2016. For next review, January 2018.

This policy was put into place in November 2016, adapted in December 2016 and will be reviewed on an annual basis. Feedback is welcome – please send it to the school, for the attention of the Board of Management.