



## **Policy for Visitors to the School**

### **Introductory Statement**

The Board of Management of Holy Spirit G.N.S seeks to provide an open and friendly learning environment, which values and encourages visitors to the school. At the same time the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect and preserve the schools facilities and resources from misuse or vandalism. Holy Spirit Girls' National School is committed to the highest standards of pupil achievement in all areas of the curriculum. From time to time, achieving these standards will involve engaging outside agencies and/or professionals to augment the skills and talents of Holy Spirit Girls' National School staff.

### **Aims of the Policy Document:**

We aim to communicate the following with this policy document:

- Holy Spirit Girls' National School management and staff welcome expertise and talents from visiting professionals and members of the local community
- All visitors to the school must follow necessary school protocols set out in this document so we can effectively monitor and manage visitors without compromising the inviting nature of our school
- Child protection guidelines will be strictly followed in relation to all visitors to the school
- The school principal shall have the authority to determine which visits are permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising this discretion, the principal shall consider the purpose of the visit, the impact of the visitors presence and the relationship of any visitor to the students
- School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with the information as may be needed to foster a cooperative relationship between home, school and community.

### **Policy Guidelines for Visitors the School**

Visiting professionals and/or tutors may include for example:

- Sports Coaches – e.g. Football, Hurling, Boxing etc
- D.E.Y. Inspectors & staff
- N.E.P.S. or other Educational Psychologists
- S.C.P. Worker/ Family Support Worker/Aisling Project Staff
- National Education Welfare Officer
- H.S.C.L. T.E.S.S. Regional Coordinator
- School Placement Supervisors
- Speech & Language Therapists



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- Occupational Therapists
- Music Teachers/Tutors
- Volunteers
- Outside Speakers e.g. Science Week, Active schools, GAP Project, City Farm Ballymun personnel, Artists and Heritage in Schools Tutors
- Diocesan Advisors
- Local Clergy and Parish Support Team, Religious retreat teams
- Local Secondary School Teaching Staff
- Contractors
- Student teachers and substitute teachers

This list is not exhaustive and may have other visitors categories included.

All visitors to the school are required to be aware of the following protocols:

- In most circumstances, visits to the school will take place strictly by appointment and agreement with the Principal and/or class teacher. If an appointment is not made in advance, there is no guarantee of the visitor being accommodated at the time of their choosing and is subject to the approval of the Principal or designated other.
- Visitors must not go directly to any room in the building without first presenting at the secretary's office (reception).
- For child protection and health & safety reasons, all visitors are required to sign the visitors' book and wear a visitors' badge which they will receive from the school secretary. On completion of their visit, visitors must return to the school office (reception), sign out in the visitors books and return their visitors badge
- All visitors will be made aware that copies of our school's Child Protection and Health and Safety Policies are available on our website [www.holyspiritgns.com](http://www.holyspiritgns.com) and in our school reception area
- Signs in the school clearly specify that the principal teacher is the designated liaison person for child protection (DLP)
- Except in very exceptional circumstance e.g. Psychological Assessment/HSE staff (Dentist, Public Health Nurse); visitors to the school must be supervised by a member of the teaching staff at all times when working with the children or moving around the school
- In the event of a fire drill, visitors must follow the instructions of the school staff member accompanying them. If for any reason they find themselves alone when the fire alarm sounds they should make their way immediately to the nearest exit and present themselves to a staff member outside so they can be directed to the appropriate area and accounted for
- Adult visitors to the school, who are providing services to the children and/or staff, are welcome to use the school's staff room and toilet facilities
- All visitors are required to adhere to the school's basic principles of respect, empathy, trust and integrity.

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**Coaches, Instructors & external subject teachers who work with children on more than one occasion will:**

- Work under the supervision of a designated teacher.
- Must be Garda vetted as per the Schools Garda Vetting Policy
- Should have appropriate experience of working with young people.

**Student teacher and substitute teachers must provide the following:**

Student teachers must provide up to date Garda vetting from their teaching college and a letter of Insurance indemnity before beginning their school placement.

Substitute teachers must provide their Garda vetting from the Teaching Council or their teaching college if they are still a student teacher.

**Contractors and others:**

Contractors who may regularly have staff on the premises during the school day will be required to provide Garda clearance reports for same.

Contractors who may occasionally visit the premises during the school day must be accompanied by a member of staff at all times.

Any other visitors who the Principal determines must provide evidence of insurance or Garda vetting or Garda vetting through the school and must provide this proof in advance of starting to work in/visit the school.

The principal and/or designated other staff have the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational programme and general orderly running of the school. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

### **Communication of Policy**

A copy of this policy will be provided upon request from the secretary's office. It will also be published on the school's website.

### **Ratification of Policy**

This policy was ratified by the Board of Management of Holy Spirit Girls' National School on xxx and will be reviewed in four years or as necessary.

Signed: John Daugherty  
Chairperson, Board of Management

25/02/26.

**Holy Spirit G.N.S.**



Signed: Emma Conroy  
Emma Conroy  
Principal

25/2/26