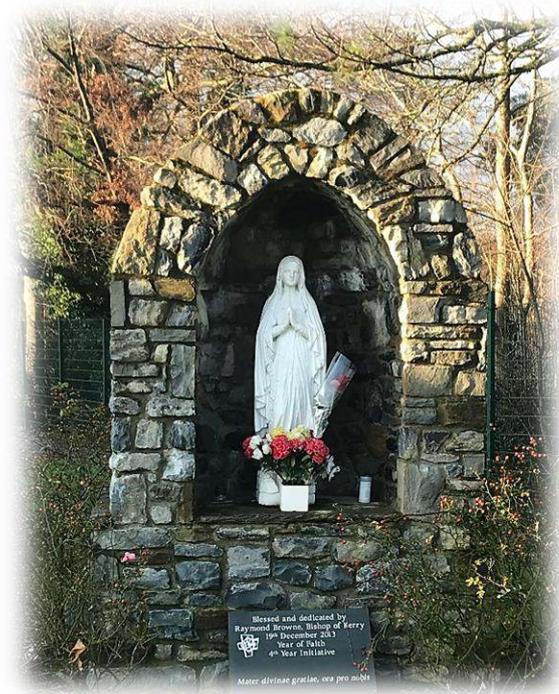




PRESENTATION SECONDARY SCHOOL TRALEE

COURTESY FRIENDLINESS CO-OPERATION

Visitor Policy



Reviewed	Ratified by the Board of Management	Review date
November 2020	February 2021	January 2023

Rationale for Policy

Presentation Secondary School, Tralee, is a community of staff, students, parents, and management pursuing excellence in all its educational undertakings.

We offer each student the opportunity to develop her abilities and talents and so reach her full potential in a caring and happy environment.

While visitors are welcome, the paramount concern of the Board of Management is to provide a safe, orderly, and inviting learning environment in which disruptions to instructional time are minimized.

Link to the Characteristic Spirit and Ethos of the School

Presentation Education is centred on the formation of the whole person. Our curriculum is designed so that each student is a valued member of our school and becomes a confident, well-adjusted, and fulfilled member of the wider community.

Faithful to the Catholic ethos and distinctive mission of the Presentation Congregation we encourage a fostering of links between home, school, and the wider community.

All our aims are achieved in a spirit of co-operation, shared responsibility, respect, and goodwill.

Aims of the Policy Document

To maintain a safe teaching and learning environment for students and staff.

To maintain a safe school environment for parents and visitors to the school.

To establish a protocol for all visitors to the school.

To communicate the following:

- All visitors to the school must follow school protocols set out in this document.
- Child protection procedures will be strictly followed in relation to all visitors to the school.
- School visits from visiting professionals or agencies must be carefully co-ordinated by school management and/or a designated member of the teaching staff.
- Roles and responsibilities of visiting professionals and/or agencies during scheduled visits to the school must be clearly defined and made known to all members of staff and students who engage with them in advance of any work commencing.

Additional Health and Safety and Child Protection measures have been implemented as a result of the COVID-19 pandemic in compliance with Department of Education and Public Health Guidelines. Visitation to the school is by appointment only. On arrival a Contact Tracing form must be filled out. Please see our COVID-19 Response Plan, section 26, for more details. Our response plan is available on our school website, www.prestralee.ie

Parents

The school acknowledges the essential role of the family and the natural right of parents as the first and foremost educators of their children.

However, the educative process is enriched when there is mutual co-operation between home and school.

The Board of Management encourages parents to be involved in and support the school and its educational program. To encourage involvement, the following opportunities are provided to visit the school:

- parent teacher meetings
- sporting events,
- musical programs,
- information evenings,
- Parents Advisory Council meetings,
- school graduations and masses

We welcome the opportunity to discuss a student's work and general development with her parents, whenever the need may arise. The teaching staff and management are available to meet with parents by appointment. Parents visiting the school are required to adhere to the procedures outlined in this policy.

Visiting Agencies and Professionals

Presentation Secondary School, Tralee is committed to the highest standards of student 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 Presentation Secondary School staff. Presentation Secondary School management and staff welcome expertise and talents from visiting professionals and members of the local community. This may include:

1. Chaplain
2. Sports Coaches
3. Family/Youth Support Worker
4. Junior Liaison Officer
5. National Education Welfare Officer
6. Visiting Teacher for the Visually Impaired or Deaf Children
8. Speech Therapist
9. Occupational Therapist

10. Music Teachers/Tutors
11. Outside Speakers
12. Diocesan Advisor
13. Teaching Practice Tutors from 3rd Level Institutions
14. Examiners and Inspectors from the State Examinations Commission
15. Personnel from PDST
16. Other

This list is not exhaustive.

Employees/Representatives of Companies contracted to the School

This may include:

1. I.T. Consultants
2. Food and Beverage Providers
3. Delivery Personnel
4. Fire Alarm Company
5. Security Company
6. Horticultural Company
7. Hygiene Products Providers
8. Electrical and Plumbing Contractors

This list is not exhaustive.

Procedures

- All visitors are required to adhere to our COVID-19 Response Plan:
- All visitors are required to adhere to the school's basic principles of respect, empathy, trust and integrity.
- All visitors including professionals, on all occasions, must come through the school reception. Visitors must not go directly to any room in the building without first presenting at the reception.
- For child protection and health/safety reasons, all visitors are required to sign the visitors' book and state the purpose of their visit. All visitors will be required to wear a visitors' badge which they will receive from the school secretary. The badge must be visible at all times.
- Visitors will be made aware that copies of the school's Child Protection Procedure's and Health and Safety Policy are available upon request from the school secretary. Visitors are required to adhere to the Child Protection Procedures and Health and Safety Policy.

- Signs in the reception area clearly specify that the Principal is the Designated Liaison Person (DLP) for child protection.
- For the first visit to the school, visitors may be required to meet with the Principal/Deputy Principal prior to entering the school.
- Except in very exceptional circumstance e.g. Psychological Assessment, visitors to the school must be supervised by a member of the teaching staff at all times when working with the students.
- Guest speakers must be accompanied to and from the classroom by the organising teacher/member of staff or at least 2 students from the organising class group.
- Adult visitors to the school, who are providing services to the students and/or staff, are welcome to use the school's staff room and toilet facilities. However, they may be asked to leave the staffroom during staff announcements if the Principal deems it appropriate.
- Visitors to the school are permitted to use the school car park but are requested not to park on double yellow lines or in front of exits.
- Visitors are also required to exercise discretion and to avoid sharing information learned about the children while visiting the school.
- Copies of reports/notes taken on students, staff or school practices must be made available to the Principal on request.
- If any school employee becomes aware that an individual is in a school without having received permission, the employee must either accompany the individual to the reception or notify the principal, depending on the circumstances.
- Staff should notify the reception and/or Principal of any unusual or suspicious behaviour by visitors or others. Staff must inform the principal immediately if any student reports suspicious behaviour or their own observation of such behaviour.
- Any individual, who disrupts the educational environment, acts in a disorderly or disrespectful manner, damages school property or violates the visitor policy or law, may be requested to leave. Such individual may be prosecuted and may at the discretion of the Principal be prohibited from attending any other school events. Failure to comply with requests to leave school grounds or other restrictions imposed by school staff may result in the filing of trespass charges against the offending individual.

Visiting Tutors

In advance of any work commencing with students or staff, the following will be established at the initial meeting with the Principal/Deputy Principal:

- a. The exact purpose and expected outcome(s) of the work being undertaken with students and/or staff.
- b. Comprehensive details of the planned programme of work – times and dates etc
- c. Confirmation of Garda Vetting
- d. Cost of services provided and method of payment. Cash payments will not be made. Payments will only be made when valid invoices have been received.
Receipts must be provided for all payments.
- e. Resources and equipment to be used by the individual(s)
- f. The member of teaching staff responsible for subsequent visits agreed in the programme of work outlined in b. above.
- g. An undertaking to respect the Catholic ethos and Characteristic Spirit of the school as outlined in the school's Mission Statement.

Communication of Policy

A copy of this policy will be on display in the reception area and/or provided upon request from the secretary's office. It will also be published on the school's website.

