



‘Achievement for All’

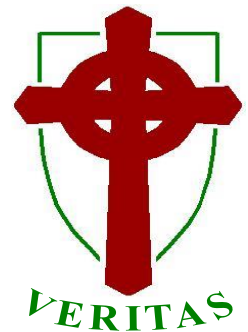
ST JOSEPH’S BOYS’ SCHOOL

Visitors Policy

Reviewed _____ Date: _____

Agreed SMT _____ Date: _____
Principal

Agreed BOG _____ Date: _____



St Joseph's Boys' School

'Achievement for All'

Visitors Policy

Section 1.

1.1 General Protocols

In the interest of Health and Safety for all boys and staff

it is the Policy of the school that all visitors should:

- Follow the entry/exit points assigned as laid out under Covid guidelines 2020
- Follow all social distancing procedures.
- Follow a system of one way procedures as laid out in Covid guidelines.
- report to reception on arrival and departure
- wear a visible, easily recognised badge
- be treated with courtesy and respect during their visit

School buildings and grounds are covered by CCTV. During working hours access to the building is limited to the main entrance.

All non-employees should be identified within these categories:

- **OUTSIDE CONTRACTORS**
- **PARENTS**
- **WELB/ C2K/ VOLUNTARY STAFF**
- **ALL OTHER VISITORS**

On entrance to the school, all visitors will be advised to report to reception where they will be asked for the following information:

Name, Organisation, Reason for Visit, Date & Time and Duration

They will be supplied with a visitor's badge giving them permission to enter the main school buildings.

1.2 Other Events

Evening Classes / Community Clubs

Parents Meetings

Open Nights

School Shows etc

Parental appointments with staff

During the events highlighted above, access to the building will be limited to specified areas and these will be monitored by staff and CCTV.

All access to the building will be monitored on procedures laid out by Covid guidelines adhering to all social distancing measures and follow the schools risk assessment procedures.

Section 2.

2.1 Appointments and Meetings With Teaching Staff

- For an interim period under Covid regulations Parental meetings will be under review
- Parents are requested to ring for an appointment prior to their visit.
- Staff including Principal, Vice Principals or Senior Management Team will only be available by appointment.
- Staff arranging meetings with parents should inform Main Office staff of appointment time and personnel involved.
- Phone calls requesting staff to speak to or contact parents during the school day will be recorded by office staff and an email will be sent to the appropriate member of staff to follow up in due course.

2.2 Zero Tolerance

It is also the policy of this school that verbal abuse / aggressive behaviour towards any member of staff will not be tolerated. Visitors exhibiting such behaviours may be asked to leave the building and meetings terminated to protect those staff / pupils present.

Section 3.

3.1 Role of All Staff (Teaching and Non-Teaching)

All appointments must be recorded in the visitors' book at the general office prior to the visit. This will also facilitate hospitality arrangements.

Caretakers must ensure that outside contractors follow the procedures.

Any person seen in the school not wearing a visitors badge should be accompanied to reception by a responsible adult.

It is in everyone's interest to ensure that this policy is put into practice.

This policy has been determined by Board of Governors which may approve revisions from time to time

This policy was agreed on September 2014

SMT & PRINCIPAL

BOG Chairperson