

Coláiste Fionnchua *Mitchelstown*



Policy for Visitors

Introductory Statement

This policy was devised by the Management of Coláiste Fionnchua on the 20th October 2017

Link to the Ethos of the College

Coláiste Fionnchua 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 Coláiste Fionnchua staff.

Aims of the Policy Document

We aim to communicate the following with this policy document:

- 1. Coláiste Fionnchua management and staff welcome expertise and talents from visiting professionals and members of the local community.*
- 2. All visitors to the coláiste must follow necessary protocols set out in this document.*
- 3. Coláiste Fionnchua visits from visiting professionals or tutors must be carefully co-ordinated by the principal teacher and/or a designated member of the teaching staff.*
- 4. Roles and responsibilities of visiting professionals and/or tutors during scheduled visits to the coláiste must be clearly defined and made known to all members of staff and students who engage with them in advance of any work commencing.*
- 5. Child protection guidelines will be strictly followed in relation to all visitors to Coláiste Fionnchua.*

Policy Guidelines for Visitors to Coláiste Fionnchua

Visiting professionals and/or tutors include for example:

- 1. Sports Coaches – e.g. Football, Camogie, Dance, Gymnastics*
- 2. Family Support Worker*
- 3. College Completion Co-ordinator*
- 4. National Education Welfare Officer*
- 5. Visiting Teacher for the Visually Impaired*
- 6. Visiting Teacher for Deaf Students*
- 7. Speech Therapist*
- 8. Occupational Therapist*
- 9. Music Teachers/Tutors*
- 10. Outside Speakers e.g. science day, engineering week, green colleges*
- 11. Artists and Heritage in Colleges Tutors*
- 12. Diocesan Advisor*

13. *Any individual(s) carrying out work or supplying a service in or in proximity to the college building*
14. *Other*

This list is not exhaustive.

Protocols

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

1. *All visitors, including those contracted to carry out works in the building, must come through the college office. Visitors must not go directly to any room in the building without first presenting at the secretary's office (reception).*
2. *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 college secretary. All visitors will be made aware that copies of our college's Child Protection and Health and Safety Policies are available upon request from the college secretary. Signs throughout the college clearly specify that the principal Mr. Edward Cronin is the designated liaison person for child protection (DLP).*
3. *In advance of any work commencing, the following will be established:*
 - a. *The exact purpose and expected outcome(s) of the work being undertaken.*
 - b. *Comprehensive details of the planned programme of work – times and dates etc.*
 - c. *Confirmation of Garda Vetting (where applicable). A risk assessment will be undertaken to determine if Garda Vetting is necessary.*
 - d. *Cost of services provided and method of payment. Cash payments will not be made. EFT payments will only be made when valid quotations have been received, Purchase Order numbers have been issued and 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 (where applicable).*
4. *Except in very exceptional circumstance, visitors to the college must always be supervised by a member of the teaching staff when working with, or in proximity to, students.*
5. *Management will always be acutely aware of the location of students and visitors in terms of potential interaction.*
6. *Adult visitors to the college, who are providing services to the students and/or staff, are welcome to use the staff room. All adult visitors are only permitted to use staff toilet facilities.*
7. *Visitors to Coláiste Fionnchua will be permitted to use the school car park if there are spaces available.*
8. *All visitors are required to adhere to the school's basic principles of respect, empathy, trust and integrity. Visitors are also required to exercise discretion and to avoid sharing information learned about the students while visiting the school.*

9. *Copies of reports/notes taken on students, staff or school practices must be made available to the Principal.*

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 college's website

Timetable for Review

This policy will be reviewed in 2019/2020 and annually thereafter.

Ratification & Communication

The plan was circulated to the members of the Board of Management prior to the meeting held on 24/09/2018.

It was formally ratified on _____.

Signed: _____

Date: _____

Chairperson

Board of Management