

St. Joseph's Grammar School Scoil Iósaeif



Visitors Policy 2025-2026

Policy Author	Mrs A McGleenan
Frequency of Review	Annually
Date of Last Review	29-05-2025
Date Approved by Governors	29-05-2026
Proposed by	C. McKenna
Seconded by	L. Lavery
Date of Next Review	May 2026

St Joseph's Grammar School Donaghmore School Visitors Policy and Procedures

Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to St Joseph's Grammar School, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to "safeguard" all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is not compromised at any time.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that **ALL VISITORS** (without exception) to comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the school site.

Policy Responsibility

Mrs A McGleenan, is the member of staff responsible for implementation, coordination and review of this policy. Mrs A McGleenan will also be responsible for liaising with the reception staff to ensure compliance. All breaches of this procedure must be reported to Mrs A. McGleenan Designated Teacher for Child Protection.

The Bursar Mrs A McCall is to ensure compliance by all contract and maintenance personnel and is to advise Mrs A McGleenan accordingly.

Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including music tutors, peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (Advisors, Inspectors etc)

- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the School

- All pre-arranged visitors will receive a visitor's policy in advance of their visit. Casual visitors will be instructed on the procedures on arrival.
- All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). They must follow the procedure below.
- Once on site, all visitors must **report to reception first**. **No visitor** is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List
- Visitors should not have any unauthorised contact with pupils and access to pupils restricted to the purpose of their visit.
- If delivering goods or carrying out building/maintenance or repair tasks their work should be cordoned off from pupils for health and safety reasons.

Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear Enhanced Access NI Check

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book). A copy of the approved visitor list will be kept behind reception at all times.

Visitors' Departure from School

On departing the school, visitors **MUST** leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is **not wearing** an identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign the visitors book and be issued with an identity badge.

The procedures under "Visitors to the School" above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Fire Policy

Policy Review

The policy will be monitored and reviewed annually or in light of any further guidance and legislation as necessary.

Signed _____ Principal

Date _____

Signed _____ Visitor/Contractor

Date _____