

# St. Comgall's Primary School



## **Supervision of Volunteers and Visitors to School's Policy**

Last Reviewed January 2019

Visitors to schools, such as parents, suppliers of goods and services, to carry out maintenance etc do not routinely need to be vetted before being allowed onto school premises. However, such visitors should be managed by school staff and their access to areas and movement within the school should be restricted as needs require.

Visitors should:

1. Report to the school office.
2. Met/directed by school staff/representatives, primarily Mrs McCollum and Mrs Mallon, clerical officers in the first instance.
3. Signed in and out of the school by school staff, again primarily by clerical officers or as appropriate.
4. If appropriate, be given restricted access to only specific areas of the school.
5. Where possible, escorted by a member of staff/representative.
6. Clearly identified with visitor lanyard.
7. Access to pupils restricted to the purpose of their visit.
8. If delivering goods or carrying out building/maintenance or repair tasks their work should be cordoned off from pupils for health and safety reasons.
9. The Principal or Vice Principal will spot check the sign in book.
10. The sign in book will be held by clerical staff (Mrs McCollum/ Mrs Mallon) during a fire or other emergency evacuation.