

**School Visitor
Policy
Ballyfacey N.S.
18257N**

1. In the interests of safety all visitors to the school should come to the front door and ring the doorbell. Once received, they should check in with the School Principal.
2. In the event that the Principal is not available then the visitor must present themselves to the Deputy Principal.
3. Teachers are willing to meet visitors at an appropriate time, however, only visitors with appointments will be permitted to see a member of staff.
4. If a visitor approaches a member of staff without an appointment, the member of staff reserves the right to defer speaking about the matter in question until a later, more convenient time.
5. Under no circumstances will a visitor be allowed to verbally or physically attack a child or a member of staff. In this instance the person will be asked to leave the school immediately and, if he/she refuses, then assistance should be sought from a colleague or the Principal.
6. In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.

Signed: *Thomas Jule* Date: *9 April 2023*
Chairperson, BoM