

## **Nicker N.S. Policy on Visitors/Guest Speakers:**

This policy was formulated in consultation with the staff and parents of Nicker N.S. and reviewed in May 2017. The following procedures are in place to ensure the safety and well-being of all pupils, staff and visitors at Nicker N.S.

Visitors are asked to enter and leave the building by the main door, at the front of the school.

On arrival, all visitors must present to reception. In many cases, messages and business may be dealt with by the school secretary.

Visitors arriving after 1.50 p.m. are requested to ring the bell for admittance.

Pupils are supervised during talks or activities given by visitors/guest speakers. The school (Board of Management, Principal, and teachers) has a responsibility to check out the credentials of the visitor/guest speaker and to ensure that the material in use by guests is appropriate.

Guest speakers/instructors are asked to ensure that the class teacher or principal is aware of any incident arising in the course of their visit.

The school has a duty to satisfy itself that no person assisting in the school in any capacity poses a threat to pupils or staff. The school will therefore ask all volunteers assisting in any capacity in the school to comply with Garda vetting requirements.

To ensure the continuity of class teaching and the adequate supervision of pupils, parents wishing to meet with teachers are asked to arrange a mutually suitable time.