



Killoughteen National School
Killoughteen, Newcastle West Limerick

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Killoughteen National School Visitors Policy

School Visitors Policy

1. In the interests of safety all visitors to the school should enter through the front door and check into the office.
2. Teachers are willing to meet visitors at an appropriate time, however, only visitors with appointments will be permitted to see a member of staff.
3. 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.
4. 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.
5. In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.

This policy was ratified by the B.O.M. on the 28th November 2017. It will be reviewed as deemed necessary.

Signed: *Sheilagh O Mahony Kennedy*

Chairperson B.O.M.