



**Scoil Naisiúnta Leacht na mBard  
Latnamard National School  
Roll No: 16769H**

**SCHOOL VISITORS POLICY**

1. All visits to the school must be prearranged by telephone through the school office.
2. In the interests of safety all visitors to the school should ring the bell at the front door.
3. Communication with the class teacher will be through email and by telephone in accordance with the schools Covid 19 Response Plan.
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. All visitors will be asked to complete a health questionnaire prior to entering the building, a log to be completed of their visit and adhere to all guidance provided in our schools Covid 19 Response Plan.
6. 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.
7. In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.

**MONITORING THE IMPLEMENTATION OF THE POLICY**

The implementation of the policy shall be monitored by the Principal, staff and the Board of Management

#### REVIEWING AND EVALUATING THE POLICY

The policy will be reviewed and evaluated after 2 years. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning

Signed *Niall O Toole*  
Chairperson, BOM

Date: 1-2-22

Signed: *Gina Curley*  
Principal

Date: -2-22