



Polasaí maidir le Cúairteoirí ar an gColáiste

Coiste Bainistíochta an Choláiste seeks to provide an open and friendly learning environment, which values and encourages visitors to the Coláiste. At the same time Coiste Bainistíochta an Choláiste has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of all students and staff, and protecting and preserving Coláiste facilities and resources from misuse or vandalism.

AIMS:

The aim of this policy is to provide guidelines for all visitors to the Coláiste and in so doing:

- Provide a safe and secure environment for our students and staff.
- Establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the Coláiste.

Definitions

Visitors to the Coláiste are defined as all people other than staff members or current students of the Coláiste.

Type of Visitor:

1. Parents / Guardians.
2. Department of Education and Skills Officials, Department of Roinn na Gaeltachta Officials, Official Representatives of various Government Departments i.e. An Garda Síochána, TUSLA, HSE.
3. Paid coaches and instructors.
4. Contractors.

Responsibilities

The Director or in their absence the Bainisteoirí Feidhme have the authority to determine which visits are permitted and the discretion to set any appropriate condition(s) on the nature and extent of such visits. In exercising this discretion, the Director shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor(s) to the student(s). Coláiste personnel shall seek to ensure that parents and other visitors are courteously received and that sincere efforts are made to provide them with the information that may be needed to foster a co-operative, supportive and meaningful relationship between home and members of the Coláiste community.

General Requirements for Visitors

1. All visitors shall report to the Oifig and sign in and out when arriving or leaving the Coláiste premises.
2. Whenever possible, visitors should obtain authorisation form the Oifig in advance.
3. Visitors are not permitted upstairs without permission in advance.



4. Visits may be prohibited at certain times such as the first and last week of school, immediately before or after school holidays or other breaks and while preparations for Coláiste events are being conducted.
5. All visitors to the Coláiste must comply with the administrative rules and regulations at all times. All visitors must sign in and out at the Oifig and wear a lanyard so they can be identified by staff and pupils. Should a scheduled visiting teacher/instructor be sick and a replacement is sent, the replacement teacher/instructor must provide the Oifig with a copy of their own Garda vetting.

Parents / Guardians as visitors

Parents / Guardians wishing to meet with Coláiste staff are asked to make arrangements in advance where possible. Parents / Guardians who visit the premises during the school day to collect students for external appointments are asked to report to the Oifig and sign their child out. Parents / Guardians who have been invited to visit the Coláiste as part of an open day, special event or scheduled college performance are still required to sign in and out of the Visitors book kept in the Oifig.

Paid Coaches & Instructors


- Will work under the supervision of a designated staff member at all times.
- Should have a recognised qualification in the activity they are to deliver.
- Must receive Child Protection training.
- Must submit a Garda Vetting report in advance.
- Should have appropriate experience of working with young people.

Special situations

Parents are requested to make the Coláiste aware of visiting rights of parent(s) / guardians(s) should any special conditions prevail. Documentary evidence may be required. The Director / Bainisteoir(i) Feidhme has the authority to exclude from the Coláiste's premises any person who disrupts or who appears likely to become a disruption to the Coláiste's programme. Any such individual(s) shall be directed to leave the Coláiste premises immediately and law enforcement authorities shall be called if necessary.

Sínte: 
(Cathaoirleach)

Dáta: 27/05/23

Sínte: 
(Stiúrthóir)

Dáta: 27/5/23