



## Visitor to the School Policy

### **Introduction:**

This policy was formulated by the principal and staff in consultation with parents and the Board of Management in February 2026. A visitor is defined as any person other than a member of staff or pupil of the school. This includes parents, Board of Management members, contractors and volunteers.

### **Rationale:**

Leixlip ETNS recognises the contribution that visitors to the classroom can make in the implementation of the primary school curriculum. The school may from time-to-time invite visitors to speak to the children on various curricular areas.

This policy is deemed necessary to ensure that the safety and protection of the children is first and paramount in all school activities.

This policy reflects the Department of Education's guidelines on visitors to primary schools as outlined in Circular 0063/2010, Circular 31/2016 and any subsequent circulars on the commencement of Statutory Garda Vetting.

### **Relationship to the ethos**

Leixlip ETNS strives to utilise the full school community resources to create a child-centred, equality-based, democratically run, happy and secure environment where the intellectual, emotional, physical, and cultural needs of all our pupils are identified and developed. As such the school will from time to time invite visitors from the wider community to speak to the children on various curricular areas.

### **Aims**

By introducing this policy Leixlip ETNS hopes

- to build a school community committed to supporting and protecting all its pupils.
- to enrich and extend the educational opportunities provided for pupils by accessing the skills and talents and expertise within the wider community.

### **Guidelines**

If the school wishes to enhance or supplement the implementation of any area of the Primary School Curriculum by inviting visitors to the classroom the following criteria must apply:

- External visitors/ facilitators /tutors who contribute to curricular areas can play a valuable role in supplementing, complementing and supporting a planned, comprehensive and established programme of education.
- Any supplementary interventions must be age and stage appropriate and should include evidence-base content and methodology and clear educational outcomes.
- External visitors/ facilitators /tutors who contribute to any curricular area must be approved in advance by the principal and Board of Management (BOM).
- Visitors must work under the guidance and supervision of the classroom teacher, who must remain in the classroom / yard /location of activity with the pupils at all times and retain the central role in the delivery of the subject matter.
- Interventions without the direct involvement of the teacher are not appropriate.
- Visitors must never replace the class teacher. To do so would undermine the integrity of the curriculum,

- the credibility and professionalism of the teacher and school, and could compromise the safety and welfare of the pupils.
- All materials proposed for use must be approved in advance by the class teacher, be age and class appropriate for pupils and be in line with the ethos of the school and the principles of the Primary School Curriculum.
- Visits must be aligned with all relevant school policies and procedures.
- Intervention and external inputs should be evaluated by the relevant teachers in terms of the content, approach, methodology and proposed learning outcomes.
- Parents will be made aware of any visitor or agency invited to engage with pupils in the school.

### **Relevance to the Curriculum**

The following are examples of the category of visitors that may be invited to the school:

- Language and literacy – visiting writers; parents / grandparents invited to talk to children during Book Week; local librarians; Say Yes to Language tutors.
- STEM - visitors who work in the relevant areas (e.g. Intel engineers).
- SPHE and Wellbeing – Visit from Dentist, Garda, Fireman, Vet ETC, RSE facilitator, parent of baby.
- SESE – Visit from parent, grandparent and other members of the local community or volunteers with company-sponsored school initiatives (e.g Junior Entrepreneur Programme).
- Arts – Visiting artists, musicians, actors (e.g. BLAST artists).
- PE – Experts in strand areas (e.g. coaches from Leixlip GAA, Barnhall Rugby, Gymnastics coach, Cycle Safety).
- Aistear - visitors that have knowledge, interest or expertise in a relevant theme.

### **Benefits of Visiting and Guests Speakers to the School**

- Children benefit from greater diversity in the classroom.
- Visitor's skills may support and complement work already taking place.
- Community and parental involvement actively supports and encourages the child's learning.
- A wider range of activities is facilitated which will lead to a broader and more holistic education.
- Community and Parental involvement allows children to see that school is an extension of home and wider community.

### **Visitors**

All scheduled and unscheduled visitors, including parents collecting or dropping off during the school day must report to the office on arrival. Staff on yard duty will direct them to the school office. A record of the drop-off/pick-up of children throughout the teaching day will be processed through the school office.

### **Parents as Visitors During the School Day**

Parents wishing to meet with teachers or administrators during the course of the school day must make arrangements in advance.

Parents collecting pupils during the school day for external appointments must report to the school office and sign their child in and out, including on return where applicable.

Large groups of parents who have been invited to visit the school as part of an open day, special event or scheduled school performance are exempt from the above requirements.

### **Guest Speakers**

Guest speakers may be invited to the school where prior authorisation has been granted by the Principal and where it is deemed that the speaker will bring specific knowledge or expertise that will enrich the planned curriculum.

The hosting teacher must seek approval from the Principal and/or the Board of Management using the relevant

form.

Any guest speaker whose input relates to subjects or areas outside the approved curriculum must receive prior approval from the Principal and/or the Board of Management before an invitation is issued.

#### **Paid Coaches & Instructors**

- Will work under the supervision of a designated teacher.
- Should have a recognized qualification or expertise in the activity they are to deliver.
- Must have completed child safeguarding training.
- Must be Garda Vetted through the school, or through a 'joint agreement' between the school and their organisation.
- Should have appropriate experience of working with young people.
- Must have current public liability insurance, either their own or their organisation, as appropriate.

#### **Volunteers**

Volunteers who are on the premises during school hours must be Garda Vetted. Volunteers must work directly alongside a member of the school staff.

#### **Contractors**

Visits from contractors should not take place within school hours. However should it be necessary to have contractors on the premises during the school day, they will be required to provide proof of identity and Garda Vetting where appropriate.

Contractors who may occasionally visit the premises during the school day must be accompanied by a member of staff at all times.

#### **Roles and Responsibility**

This policy will be co-ordinated by the principal, teachers and Board of Management in consultation with all staff and parents/guardians.

This policy will be monitored and evaluated on an ongoing basis.

#### **Implementation**

This policy will be fully implemented during the 2025/2026 school year.

#### **Responsibility and Timeframe for Review**

This policy will be reviewed annually, the Principal will be involved in co-ordinating the review. The Board of Management, Principal, staff and parents will be involved in the review.

#### **Ratification and Communication**

This reviewed and updated policy was ratified by the Board of Management on **February 10th, 2026**. This policy will be communicated to all staff and the PGTA and will be available on the school website and in the office to view.

Signed: Mary McDowell, Principal

Date: 10/2/26

Signed: Suzanne Heaone, Chairperson

Date: 10/2/2026