

# Saol Christian School External Visitor Policy

Saol Christian School is committed to ensuring the safety, wellbeing, and protection of all pupils while on school premises or participating in school activities. This policy sets out the procedures for managing external visitors to the school.

## **1. Governance and Responsibility**

Saol Christian School is governed by the School Administrator, who holds overall responsibility for visitor management and safeguarding compliance. The Management Team (Headteachers) are responsible for the day-to-day implementation of this policy.

## **2. Scope of the Policy**

This policy applies to all external visitors to the school, including contractors, volunteers, tutors, coaches, inspectors, and any other individuals who are not employed by the school.

## **3. Visitor Access and Supervision**

All visitors must report to the designated entrance and sign in on arrival. Visitors will be required to wear identification while on site and must remain under supervision unless prior approval has been granted by a Headteacher.

## **4. Safeguarding Requirements**

Visitors who have regular contact with pupils or engage in activities involving pupils may be subject to Garda vetting in accordance with the National Vetting Bureau Acts. All visitors are expected to comply with the school's Child Safeguarding Statement.

## **5. Records and Data Protection**

Visitor sign-in records are maintained for safety and security purposes and are processed in accordance with the school's Data Protection Policy. Records are retained only for as long as necessary.

## **6. Unauthorised Visitors**

Unauthorised visitors will be asked to leave the premises immediately. If concerns arise regarding safety or behaviour, the school may contact appropriate authorities.

## **7. Safeguarding Override**

Nothing in this policy overrides the school's Child Safeguarding Statement. Any safeguarding concerns involving a visitor will be addressed in accordance with child protection procedures.

## **8. Review and Approval**

This policy is reviewed periodically and approved by the School Administrator. It will be reviewed at least every two years or sooner if required.

## **Approval**

This External Visitor Policy was approved by the School Administrator of Saol Christian School and is effective from the date of adoption.