

CARNDONAGH COMMUNITY SCHOOL

ACCESS POLICY

Access to the School by Parents/ Guardians / Visitors

In the interests of security and safety of pupils and staff, Carndonagh Community School operates a policy of restricted access.

All meetings / contact with the Teaching staff **must be by appointment only** – which can be arranged by contacting the Main Office.

In the event that a child has to be contacted / collected by a Parent / Guardian during the school day all enquiries should be directed to the Main Office with advance notice by telephone where possible.

All entry by **parents / guardians / visitors** to the school must be by the door to the Main Office which is clearly signposted. For Child Protection only Pupils and Staff may enter the school through other entry points.

Access to pupils during the school day

Pupils will not be released into the care of anyone other than a parent / guardian. Identification may be requested. Pupils can be contacted only by their Parents / Guardians during school hours.

In certain emergency cases a pupil may be contacted by other than the above only if it can be clearly established that the pupil's parent / guardian have given permission.

No pupil may contact a parent / guardian to be collected without authorisation and these calls must be made via school office.

Contact of teachers by Parents /Guardians

It is not appropriate for a Parent / Guardian to contact a member of the teaching staff at their home. All contact regarding school business must be arranged through the school office.

It is totally prohibited for a parent / guardian / visitor to approach a pupil or member of the school staff without authorisation from the Main Office. Please note signs at all entry doors. Approaching a pupil or member of staff unannounced may be interpreted as threatening / harassing behaviour.

The school management is pleased to arrange an appointment for a parent / guardian to meet with a teacher , Year Head, Subject / Programme Co-ordinator, Chaplain, Guidance Counsellor etc.

It should not be assumed that it is possible to arrive at the school office and expect that an immediate meeting can be organised.

If you need to collect your child – for family reasons or your child has been offered an immediate doctor / dental appointment - it is very helpful if you can please phone the school to advise that you are calling to collect your child.

All visitors to the school should note the Board's Policy on Physical or Verbal Abuse of staff.

All calls to the school are recorded for training and security purposes.

Amended and approved by the Board of Management at the meeting of 21st January 2016