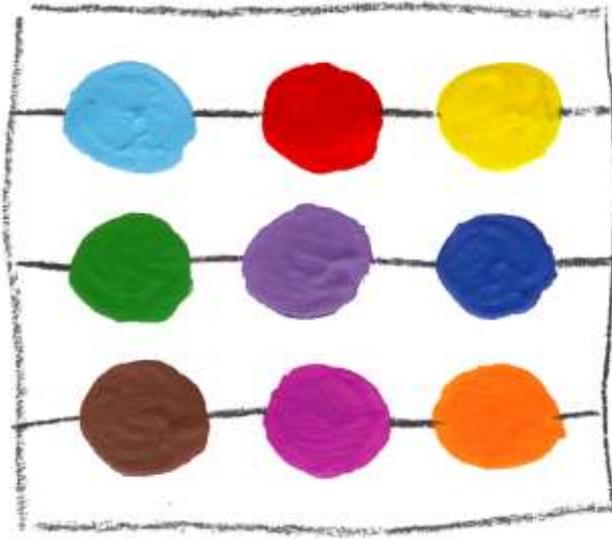


Non-Staff Access Procedures Policy



Carrigaline Educate Together N.S.

This document is intended to provide details of the main policies of Carrigaline Educate Together National School (CETNS). It is intended to help parents and guardians understand the environment and approach of the school. This document is regularly reviewed. All feedback is encouraged and welcome.

Version	Description	Authors
April 2016	First version of policy	Board of Management

School Contact Details

Principal: Mel Thornton

Board of Management Chairperson: Eric Hurley

School Phone Number: 021-4375616 or 087-7453659

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Non-Staff Access Procedures Policy

Introduction

This policy is the result of whole staff collaboration together with the Board of Management and has been put in place for the protection and welfare of pupils and staff.

Rationale

The Board of Management identified the need for clarification of procedures in relation to the movement of adults and children in, out and around the building with non-staff members.

Relationship to the Characteristic Spirit of the School

The Non-Staff Access Procedures Policy reflects the overall ethos of the school which states:

Carrigaline Educate Together N.S. is one of a number of multi-denominational schools throughout the country. The representative organisation for these schools is 'Educate Together'.

Educate Together aims to meet a growing need in Irish society for schools that recognise the developing diversity of Irish life and the modern need for democratic management structures. In particular, Educate Together guarantees children and parents of all faiths and none equal respect in the operation and governing of education.

The schools operated by the member associations of Educate Together are fully recognised by the Irish Department of Education and Science and work under the same regulations and funding structures as other national schools. However, they have a distinct ethos or governing spirit. This has been defined in the following terms:

- **Multi-denominational** i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected
- **Co-educational** and committed to encouraging all children to explore their full range of abilities and opportunities,
- **Child centred** in their approach to education
- **Democratically run** with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers (*Source: Educate Together Charter*)

Whilst the concepts of child-centeredness and co-educationalism are now widely accepted in Irish primary education, what distinguishes the Educate Together schools is their hard work in developing a culturally inclusive and democratic ethos. This has pioneered unique approaches to inclusion of minority opinions and faiths in the Irish context.

The schools have developed education programmes which open the eyes of children to the naturally positive contribution that social, religious and cultural diversity and difference of viewpoint and opinion make to society.

The other characteristic feature of these schools is that they are democratically organised and governed. This maximises the potential for building a genuine partnership between the professional, objective role of the teacher and the necessarily personal involvement of the parent in contributing to their children's education.

Information taken from the Educate Together website www.educatetogether.ie

Carrigaline Educate Together N.S. makes the distinction between denominational education and moral/religious education. The ethical curriculum followed by the school is called the Learn Together Curriculum. It is comprised of four strands: Morality & Spirituality, Equality & Justice, Belief systems, Ethics & the environment.

Denominational instruction is facilitated by the school insofar as groups are permitted to use the school premises. This is organised by parents outside of school hours.

The Non-Staff Access Procedures Policy recognises and endeavours to adopt the values that are set out in the ethos of the school for those at work in the school. It attempts to support and sustain a harmonious environment in which the potential of all staff is nurtured through the co-operation between staff, pupils, parents, board members and all other relevant parties.

Aims

The Non-Staff Access Procedures Policy aims to:

- Ensure that access to the school is strictly monitored to ensure the safety of children and staff
- Ensure that the work in the classroom is not interrupted unnecessarily
- Encourage punctuality amongst children

School Opening

- CETNS accepts children from 8.40a.m. No responsibility is taken for any child before that time
- Children go straight to the school hall through the main doors where they will be supervised until 8.50a.m. Parents may accompany Junior Infants directly to their classroom for the initial weeks of school, after which infants may be dropped to the hall
- Children in the special classes may be escorted directly to their classrooms by staff
- At 8.50a.m. children go to their classrooms. Children arriving after 8.50a.m. should notify the reception and walk to their classrooms by themselves. In the interest of the health, safety and welfare of all pupils in the school, these children should not be accompanied by their parents. If deemed necessary by the secretary/principal, they may be accompanied by a staff member.
- The main door is locked at 9a.m.
- If a child arrives at/after 9.10a.m. Their names should be entered into the Late Arrivals/Early Leavers book at reception.

Meeting Teachers

- Parent/Teacher meetings take place in November each year with Class Teachers and take place with Special Education Teachers in September, January and June. Junior Infant meetings take place in January/February
- Meetings with Special Education Teachers i.e. Learning Support, Resource, English as an Additional Language and Special Class Teachers, will be arranged during the school year as outlined in the Special Educational Needs Policy
- Parents may request a meeting outside of these pre-arranged meetings by contacting the school office. The secretary will organise a time that is mutually convenient for both parents and teachers. Parents should give an indication of the nature of the meeting
- In exceptional circumstances, parents may wish to meet with a teacher in the morning prior to class starting or in the afternoon without prior appointment. In this situation the parents may call to reception to request to talk to the teacher. However parents may be asked to schedule an appointment if the class teacher is not available to meet with them or needs additional time to prepare for the meeting

Withdrawing Children from School

- Parents/guardians/relations should call to reception when they wish to withdraw children from the school for any reason during the school day. Their names should be entered into the Late Arrivals/Early Leavers book at reception
- Unless known to the principal or secretary, identification should be sought and verified before releasing children
- Where parents are collecting children other than their own, permission must be received from the children's parents.

External Visitors

- All external visitors must sign in and out of school at reception

- Visitor badges will be provided

Parental Involvement

- Parents are actively encouraged to take part in various activities throughout the school day, as per the Parental Involvement Policy
- These activities may include Aistear, shared reading, art classes etc.
- Parents go directly to the specific classroom at the relevant time of the school day. If prior to 9 a.m., they may walk directly to the classroom. If after 9 a.m., they will need to access the school by notifying reception
- In the interest of child protection, no parents should not be left alone with any child during these times

Prohibited Access

- Non-staff access to the school is prohibited to any person whose presence is deemed detrimental to the safety or well being of a pupil/pupils or staff
- The principal may enlist the help of the Gardaí where such a person refuses to leave

Success Criteria

Our Non-Staff Access Procedures Policy will be seen to be working well when;

- we receive positive feedback from members of the school community
- the school community are made aware of and committed to the principles that are outlined in this policy
- a safe and positive environment is identified and maintained in Carrigaline Educate Together N.S. whereby the procedures in relation to non-staff access policy are followed
- access to the school is consistently strictly monitored to ensure the safety of children and staff
- Work in the classroom is not interrupted unnecessarily
- Punctuality has improved

Roles and Responsibility

All members of school community under the positive and supportive leadership of the Board of Management and Principal have both a role and a responsibility in successfully implementing this policy. The school secretary, in particular, will have a role in ensuring the procedures are followed as the school office is the first point-of-contact for non-staff members.

The policy will be monitored and evaluated on an ongoing basis by the policy committee through feedback from members of the school community.

Implementation Date

This policy was implemented in June 2016. Amendments will be implemented immediately.

Timetable for Review

This policy is to be reviewed during the school year 2017/2018.

Ratification and Communication

The policy will be communicated to members of the Board of Management prior to the meeting of the BOM on _____. Parents will be made aware in the next school communication that the policy is available for viewing by appointment in the school.

Date of ratification: _____

Signed: _____

CHAIRPERSON OF BOM

Date: _____