

Thomond Primary School Parents/Volunteers Policy

Introduction

This policy was formulated in 2019. The Board of Management of Thomond Primary School seeks to provide an open and friendly learning environment, which values and encourages visitors to the school whilst adhering to the school's Child Safeguarding statement. It was reviewed by the Parent Association and ratified by the Board of Management.

Relationship to the Characteristic Ethos of the School

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community.

Rationale

Its purpose is to provide guidelines for all parents and visitors to the school and in so doing;

- develop a practice of openness with parents and encourage parental involvement in the education of their children
- 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 school.

All the stakeholders aim to work for the benefit of the child and their learning.

Visitors

Visitors to the school are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

Type of Visitor

1. Parents
2. Department of Education & Science Officials
3. Guest Speakers
4. Paid coaches and instructors
5. Volunteers (parents, sport coaches, etc.)
6. Contractors
7. Couriers
8. Salespeople
9. Clergy

Procedures to be followed

- In line with the school's safeguarding statement, all visitors must report to the secretary's office to sign in and to get a visitor's tag.
- Visitors provide identification where necessary
- Visitors/Parents/guardians/adults remain in reception area and not permitted to go to classroom areas unless accompanied by member of school staff
- The school's supervision policy will be adhered to and teachers will be present with their class/group at all times
- Vetting of coaches/external teachers will be in accordance with CPSMA and DES regulations

- Contractors work outside of school hours where possible
- Contractors/visitors provide identification where necessary

The school has a very active Parents Association. This is supported by the HSCL and parents are encouraged to join this organisation. The school and HSCL also facilitates many parent classes and initiatives. All parents are invited to participate and notification is made available through the school newsletter, posters around the school, information letters and texts.

Parents are encouraged to:

- Develop close links with the school
- Follow school procedures in line with the School's Safeguarding Statement
 - Parents/Guardians report to school office – verification of identity where necessary
 - Parents/guardians/adults remain in reception area - not permitted to go to classroom areas unless accompanied by member of school staff
- Participate in meetings in a positive and respectful manner, affirming the professional role of the staff and all staff members in the school
 - Collaborate with the school in developing the full potential of their children
 - Share the responsibility of seeing that the school remains true to its ethos, values and distinctive character
 - Become actively involved in the parents association
 - Participate in policy and decision-making processes affecting them
 - Liaise with the Home School Community Liaison Co-ordinator

Parents Association

Parent Association meetings often take place during school hours in the Resource Hub/Parents Room upstairs.

Procedures to be followed

- In line with the school's safeguarding statement, all visitors (including parents & Parent Association members) must report to the secretary's office to sign in and to get a visitor's tag.
- Parents go to designated meeting area and not permitted to go to classroom areas unless accompanied by member of school staff.
- The school's supervision policy will be adhered to and teachers will be present with their class/group at all times

Adult Education/Parent Classes

Adult Education/Parent classes take place during school hours in the Resource Hub/Parents Room upstairs.

Procedures to be followed

- In line with the school's safeguarding statement, all visitors (including adult learners and Parent Association members) must report to the secretary's office to sign in and to get a visitor's tag.
- Parents go to designated meeting area and not permitted to go to classroom areas unless accompanied by member of school staff.

- The school's supervision policy will be adhered to and teachers will be present with their class/group at all times

HSCL led Parent Initiates (Little Voices, Maths 4 Fun etc..)

These initiatives take place during school hours in the Resource Hub/Parents Room upstairs or in the children's classrooms.

Procedures to be followed

- The school's supervision policy will be adhered to and teachers will be present with their class/group at all times
- Parents to go directly to the Resource Hub/Parent's Room and the HSCL/teacher will bring them to the initiative.
- Parents/guardians/adults not permitted to go to classroom areas unless accompanied by member of school staff.

Success Criteria and Review

- Increase in participation in adult education courses/classes
- Positive school climate and positive home school relationships
- Child Protection Procedures being followed whilst maintaining the open and inviting nature of the school

Implementation

(a) Roles and Responsibilities

It will be the responsibility of all staff to ensure the successful implementation of the procedures outlined in this policy. It will be ratified by the Board of Management.

(b) Timeframe

This plan is currently being implemented.

Review

(a) Roles and Responsibilities

It will be necessary to review this plan on a regular basis to ensure optimum implementation of the Parents/Volunteers Policy in Thomond Primary School. The principal and relevant post holders are responsible for co-ordinating this review.

(b) Timeframe

This plan will be reviewed in June 2022 or as soon as the need arises.

Ratification and Communication

The Board of Management of Thomond Primary School ratified this plan on _____.
This plan is available to view at the school by the parents.

Signed: _____
Chairperson of the Board of Management.

Date: _____

