



Document name	BETNS Visitor Code of Conduct Policy
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Document owner	Board of Management
Approved by	Board of Management
Ratified on	20/10/2025
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Code of Conduct for Parents / Guardians and Visitors

In order to maintain an orderly, respectful and secure educational environment for the pupils and staff of Ballinteer Educate Together National School, it is essential that all parents/guardians and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth in this guide.

Rationale for this Code of Conduct

By creating a positive, respectful culture together, we are supporting our children on their journey as lifelong learners in a safe, considerate environment.

Parents / Guardians are expected to:

- Recognise that the education of children is a joint responsibility of the parents/guardians and the school community
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment
- Know school and classroom rules and help their children understand them.
- Build good relationships with teachers, other parents/guardians and their children's friends
- Inform the Principal and class teacher of changes in the home situation that may affect their child in school
- Ensure homework assignments are completed
- Familiarise themselves with their child's curriculum
- Review the school's rules with their child

- Respect all children in the school, not just their own, and embrace all children's unique qualities
- Be mindful of conversations that happen in the school grounds, and the language used. Only topics that are appropriate to the playground and school environment should be discussed
- Be friendly and courteous to all those in the school. Respect should be shown between parents/guardians. If there is a disagreement involving the children, it should be discussed with the child's teacher
- Teachers are responsible for pupils during school time only. Pupils should not be left in the school grounds unattended before 8.15am and should not be left in the school grounds after school has ended
- Parents/guardians should be aware of pedestrians and other road users as they park and drive to school. In turn the staff will remind all children about our safe crossing lessons as they leave the grounds
- All children, not only pupils, should maintain respect of the school/garden/playground and behave appropriately if visiting
- Communicate effectively with teachers/members of staff in a manner that is courteous and non-aggressive, in all communication including face to face meetings, phone conversations and through email. It is imperative that all communication be based upon collaboration, trust and respect and that it is in line with our Communications Policy and our Parental Complaints Policy
- Ensure that any unscheduled meetings before and after school are kept to a minimum. If a more in depth conversation is required, parents/ guardians are asked to make an appointment to talk to the teacher at a given time. They should email the Office to make the appointment
- Teachers are responsible for pupils during class time and cannot leave children unattended to enter conversations during the school day.
- Become actively involved with their child's school events throughout the academic year where possible.

The above procedures and guidelines apply at all times within the school and when on school activities such as school tours and swimming.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits are set for parents/guardians and other individuals who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

The following rules apply to visitors to the school:

- Anyone who is not a staff member or pupil of the school will be considered a visitor
- All visitors to the school must report to the office upon arrival at the school and sign in. They are required to wear a visitor badge whilst on the premises. Visitors must sign out when leaving the school premises

- All parents / guardians/visitors must enter at Reception via the front door. Access by any other door is prohibited
- Visitors attending school functions , such as annual parent-teacher meetings, Winter Shows, Cultural Days , performances etc. are not required to register or wear a badge
- Visitors attending organised group classes with school approval must sign in and out at reception but may not be required to wear a visitor's badge
- Any unauthorised person on school property will be reported to the principal or the office staff. Unauthorised persons will be asked to leave. The Gardaí may be called if the situation warrants
- Any fouling by pets outside the school grounds should be removed in accordance with Council Bylaws
- The use of bad language is strictly prohibited
- Parents and guardians have permission to take photos and /or recordings of their child, at whole school events. They are requested not to share on any social media or messaging platform.
- No visiting adult should reprimand any pupil that is not their own child on school premises
- All visitors are expected to abide by the rules for public conduct on school property contained in our Positive Behaviour Policy.

Visiting Groups / Organisations

Any group of visitors using the school facilities shall have a designated person who will follow the instructions of the principal in regard to access (areas of the school they are allowed access to) and conduct of the group on school grounds. This designated person will be responsible for their group following these instructions and compliance with this policy. (Visiting groups may include cleaning companies, after school facilitators and educational groups).

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so
- Intentionally damage or destroy school property or the property of a teacher, administrator or any other person lawfully on school property, including graffiti or arson
- Disrupt the orderly conduct of classes, school programmes or other school activities
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libellous, obstruct the rights of others, or are disruptive to the school programme
- Intimidate, harass or discriminate against any person
- Enter any part of the school premises without authorisation or remain in any building or facility after it is normally closed
- Obstruct the free movement of any person in any place to which this code applies

- Violate the traffic laws, parking regulations or other restrictions of vehicles. Parents / guardians are responsible for the safety of their own children and those of others
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function
- Possess or use weapons in or on school property or at school functions, except in the case of the Gardaí
- Loiter after school functions
- Smoke any substances i.e. cigarettes, drugs and e-cigarettes on school property
- Wilfully incite others to commit any of the acts prohibited by this code
- Violate any school policy while on school property or while at a school function.

Persons in violation of the Code of Conduct

The authorisation of a visitor to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection by the Gardaí.

All breaches of this policy will be reported to the Board of Management for their consideration.

The school reserves the right to pursue a civil or criminal legal action against any person violating the code.

In BETNS, we are proudly supportive and protective of our children and our staff. We will not tolerate any situations where members of our school community feel intimidated, bullied or harassed in any way. We will not tolerate any circumstances that detract from our main goal in the school of teaching and learning.

Contact details

Queries about this policy should be addressed to the Principal in the first instance:

The Principal

Ballinteer Educate Together National School

Parkvale, Balally,

DUBLIN 16

D16 N6T0

(01) 296 3017

info@ballinteeretns.ie

School Roll Number: 20400E

Ratification

This policy was ratified on the date below. The policy will be distributed to all individuals involved in the consultation process of its development. It will be available electronically on the school website for access at any time. It will be reviewed as necessary but no later than 2028.

Ratified by the Board of Management

Chairperson: Maeve McCarthy

Date: 16th October 2025

A handwritten signature in dark ink, reading "Ruth Brennan". The script is cursive and fluid.

Ruth Brennan
Principal

A handwritten signature in dark ink, reading "Maeve McCarthy". The script is cursive and fluid.

Maeve McCarthy
Chairperson