

Safety in school

In our school we use ID badges with colour-coded lanyards. We use ID cards with the name of staff members, Secondary pupils, Primary pupils or visitor.

- Staff lanyards are blue with the school name. The badges can also be used for printing and in Secondary necessary to enter the school.
- Primary parents receive two green lanyards (per pupil) with badges with the photo of their child.
- Secondary pupils receive orange lanyards for their ID badge. It opens their locker, they need it to enter the school and functions as their library card.
- Visitors receive a yellow lanyard with a visitor's badge at the reception.

In our Primary school, parents are asked to wear their ID badges visibly before entering the school grounds and show it upon request to the school staff and security staff. If parents are not in possession of a lanyard and ID badge they will be asked to sign in at the reception. If parents have an appointment or expect to spend a considerable time in the school building, they will also be asked to sign in at the reception.

The ID badges system is primarily designed to avoid people with bad intentions entering the school. Awareness and alerting the security staff plays a large role in keeping those without any legitimate reason to be on school property, outside the gates.

When you detect a person that you do not recognise on the school grounds or in the school, please approach this person and ask him or her who he/she is and their destination. Alert security and reception.

The system is not fool proof and therefore emphasises the importance of the whole school community staying alert and aware of any suspicious circumstances.

If your ID badge is forgotten or lost

- Please inform the school and the security staff as soon as possible. The school will need to maintain a strict policy. Everyone should ask permission to enter the school. If you happen to forget your badge, you must identify yourself and sign in at the reception. The ID badge will be replaced at the cost of €10,00 and a record will be kept of ID badges that are lost.

Sent by
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Facilities Manager