

School Visitor Policy

Policy Statement:

We assure all guests and visitors a warm, friendly and professional welcome to the school, whatever the purpose of their visit. The School has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to “safeguard” all students from subjection to any form of harm, abuse or nuisance. It is the responsibility of the staffs to ensure that this duty is uncompromised at all times. In performing this duty, the stakeholders recognise that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that all visitors (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor’s escorted departure from the school site.

Aim of this policy:

To safeguard all children under this school’s responsibility both during school hours curriculum and out of school hours activities which are arranged by the school.

Objectives:

To have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies:

The school is deemed to have control and responsibility for its students anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the school
- All agency/supply staff
- All external visitors entering the school site during the school day or
- All external visitors entering the school site during the school day or for after school activities (including guests of the residing staffs, peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All parents and volunteers
- All students and Alumni
- Other Education related personnel (County Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis.

Protocol and Procedures:

- Hosts must check with the HR manager for approval before inviting a guest/visitor to the campus.
- If the management do not approve, the guest/visitor cannot stay in the campus.
- Hosts should familiarize guests/visitors with community expectations.

Visitors to the School

- All visitors to the school may be asked to bring formal identification with them at the time of their visit.
- They must follow the procedure below: (SOPs of security, school safety to be referred)
 - Once on site, all visitors must report to main gate security (near swimming pool) first. No visitor is permitted to enter the school via any other entrance under any circumstances.
 - At security gate, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
 - All visitors will be asked to sign the Visitors Record Book which is kept in security gate at all times making note of their name, who they are visiting and car registration and time they arrived.
 - (All visitors will be issued and must wear a visitor's identification badge. This MUST be visible at all times.)
 - Staffs that bring family and friends to have a look around in term time should advise security gate of this and obtain Visitor Passes.
 - Other visitors, who arrive to see a member of staff, should be issued with Visitor Passes and the relevant member of staff called. Visitors should wait at Reception until the member of staff arrives, and not gain entry unaccompanied.
 - All visitors should be brought back to security gate at the end of the visit to return the Visitor Pass and sign out.
 - Guests are allowed to use mess facilities only after prior permission from the concern authorities.
 - School infrastructures and facilities like swimming pools, gym, sports equipment's, electronics, computers, including internet facilities are inaccessible to the guest.
 - Guests are forbidden entry to the dormitories and are not allowed to use hostel toilets for any reasons.
 - Guest are not allowed to interact with the resident students.
 - Handing out electronic devices like mobile phones or any electronic gadgets to the residing students is not permitted.
 - Guest are requested to refrain from visiting the Administration block during school hours.
 - Guests are forbidden to bring prohibited items like: liquor, cigarettes, tobacco, etc. into the school premises.
 - Guests are restricted from roaming or loitering in the campus during the adverse hours.
 - Using private vehicles inside the campus or driving vehicles rashly within the campus is disapproved and prohibited.
 - Taking videos or photos of students and places in the campus area is unauthorised and strictly prohibited.
 - Fully vaccinated visitors must submit proof of a negative rtPCR test from a sample taken within 72 hours prior to arrival on campus.
 - Unvaccinated visitors to campus are required to follow Centres for Disease Control and Prevention recommendations for quarantine and testing after international travel prior to coming to campus.

Throughout their visit.

- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to main gate to receive the visitor. The contact will then be responsible for them while they are on site.
- The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List

On departing the school, visitors MUST leave via main gate and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the main gate, they then will be escorted off site.

Unknown/Uninvited Visitors to the School:

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to reception to sign the visitor's book and be issued with an identity badge.
- The procedures under "Visitors to the School" above will then apply in the event that the visitor refuses to comply, they should be asked to leave the site immediately.
- The security officer member will consider the situation and decide if it is necessary to inform the police. (Refer to Safety and Security SOP).
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

When parent visits the child-

DO's

- Visit with prior appointment.
- Visit only on designated date and time.
- Visit only at visitor bay or cafeteria.
- Be courteous to security staff.
- Follow outpass rules if taking the child out.
- Follow school policies, rules and regulations strictly.
- Follow security instructions for vehicle parking and frisking.
- Feed children at cafe only and keep the area clean.
- Use only visitor's rest room.

Don'ts

- Behave rudely, unparliamentarily.
- Allow other children to use mobile phone.
- Overstay
- Visit before exams
- Bring restricted items.

This policy is reviewed as per review policy