



**The Central School Dubai**  
*Al Nahda 2 Dubai, United Arab Emirates*

**1]. Section-A**

<i>Title of the Policy</i>	<b>Visitors Policy</b>	<i>Designation</i>	<b>Principal</b>
<i>Name of Policy Writer</i>	<b>Mala Mehra</b>	<i>Date of Next Revision</i>	<b>28.03.2020</b>
<i>Date of Policy Revision</i>	<b>29.03.2019</b>	<i>Department/Section</i>	<b>Principal</b>
<i>Policy Code</i>	<b>TCS/PC/1920/20</b>		

**2]. Section-B**

<b>Purpose</b>	The purpose is to regulate the access of outsiders to the school children, to safeguard all children under responsibility during school hours.
<b>Approach</b>	<p>The Central School assures all visitors a warm, friendly and professional welcome to the School, whatever the purpose of their visit.</p> <p>The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to ‘safeguard’ all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the staff to ensure that this duty is uncompromised that all times.</p> <p>In performing this duty, The Central School recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that <b>ALL VISITORS</b> (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.</p>
<b>Rationale</b>	<p><b>Aim</b>            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. The ultimate aim is to ensure that students at the Central School, can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.</p> <p><b>Objectives</b>            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.</p>
<b>Definitions and context</b>	<p><b>Where and to whom the policy applies</b>            The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during afterschool activities and on school organised (and supervised) off-site activities. The policy applies to:</p> <ul style="list-style-type: none"> <li>• All staff employed by the school</li> <li>• All external visitors entering the school site during the school day or for after</li> </ul>

schoolactivities (including sports coaches, and topic related visitors e.g. authors, journalists)

- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school
- Premises

### **Protocol and Procedures**

#### **Visitors to the School**

All visitors to the school must bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below:

- At times when the security gates are closed, all visitors must register at the gate, explaining who they are and the purpose of their visit.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, 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 reception at all times making note of their name, organisation, who they are visiting, car registration and visitor badge number.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to reception 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**.

#### **Visitors on Campus**

Visitors to the school generally fall into four categories:

- parents
- professional visitors
- vendors
- contract labourers.

Parents who wish to visit a classroom should be referred to the receptionist unless previously cleared and/or invited by the classroom teachers.

Parents should be encouraged to participate in the life of the school where possible, but must not drop in to classes unannounced to prevent disruption to student learning.

The Administration should be notified of any individual professional visitors; the Head of School must be notified and approve a tour or visit by a group of professionals in advance. Visitor passes are issued at both receptions/security office. All visitors are expected to enter their details in the visitors logbook. The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

a) They have the written authorization from Administration Officer to travel around the school site unaided.

Visitors on the approved List **MUST** follow the same procedures on entry to the premises (come to reception and sign in the visitors book). A copy of the approved visitor list will be kept behind reception at all times.

### **Visitors Departure from School**

- On departing the school, visitors **MUST** leave via reception 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 staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

### **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 visitors 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 and Administration Officer (or Senior Leader if neither is available) should be informed promptly.

The Administration Officer or Senior Leader will consider the situation and decide if it is necessary to inform the police.

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.

During the school year, parents are welcome to visit the school for various events where an invite has been sent. Appointments to discuss a student should be scheduled to avoid

awkward times when teachers must be with the class.

Please avoid discussing your student when other students are present. If you must contact your student or classroom teacher and have not made prior arrangements, parents should contact the receptionist for assistance.

Do not go directly to the classroom during school hours as this can disrupt the learning of the class. We encourage parents to speak to respective teachers for any concerns. Parents are strictly not allowed to discuss or interrogate any other child. All parent helpers must comply with procedures and register at the Reception.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

All visitors must adhere to the dress code. Please wear respectful clothing. Shoulders and knees should be covered.

- No overt display of affection in school.
- No smoking in the school.
- No dangerous activities (i.e. sports games, roller blading, skateboarding)
- No pets are allowed in the school.
- No prams and hot drinks allowed beyond the reception.
- All visitors must follow the Fire Evacuation and Lock Down if on school grounds during termly drills

#### 7. Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

#### 8. Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Child Protection Policy
- Healthy and Safety Policy
- Fire Safety Policy

*Policy  
Committee  
Members*

**Policy Incharge: Mala Mehra**

*Date:  
29.03.2019*

**Approved by: Mala Mehra**



*Abdul  
29/03/19*  
**Signature of Principal**

