



British International School and Montessori Education

Visitors Policy

Policy Statement

The British International School assures a warm, friendly and professional welcome to all visitors, regardless of their purpose of visit

The British International School and Montessori Education has a 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 Management and senior staff to ensure that this duty is not in any time compromised.

The school in performing this duty, recognises that there can be no complacency where health and safety, child protection and safeguarding procedures are concerned. The school has a responsibility for the safety of its students anywhere on the school premises during normal school hours and during extended curricular activities.

As we return to school during this unprecedented times of COVID-19 the health and safety of our students and staff will continue to be of paramount importance to our community.

The School therefore requires that **ALL VISITORS** (without exception) comply with this policy and the following procedure.

Aim

The aim of this policy to safeguard and ensure the health of all students both during school hours and after school hours extended activities.

Objective

The objective of this policy is to have a clear protocol and procedure in place for the admittance of external visitors to the school which conforms to child protection and safeguarding policy as well as health and Safety.

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day, after school hours or during extended curricular activities (including sports coaches, building contractors, builders, maintenance, despatch riders, surveyors).
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (Advisors, Inspectors)
- Independent contractors who may transport students in taxis, tuk-tuk



Admittance to the school Premises

Visitors to the school are permitted strictly by appointment only or in a case where the visit is essential. Your cooperation in helping us promote safety in our premises is vital and you can help us by;

- Stopping at the gate and explaining who you are and the reason for your visit.
- Signing in at the administration office upon arrival. You must state the reason for your visit and who has invited you.
- Waiting at a designated waiting area until you are invited or the staff you are visiting has been called upon to receive you. Walking around the premises is not allowed.
- Washing and/or sanitising your hands upon arrival and as necessary during your visit.
- Wearing a mask throughout your visit.
- Maintaining a safe distance of 1 -2 meters from children and other people at all times.
- Not entering the school premises if you are feeling unwell or have a temperature, coughing or have a cold symptom.
- Ensuring that you park at the designated area or if you have been chauffeured ensure that your driver remains in the vehicle. No driver is allowed to walk around the school premises, and he/she must remain masked.
- Respecting and supporting all our safety measures.

Departing from the school Premises

As soon as a visit is over, all visitors are expected to:

- Sign out at the administration office and return your visitors pass if you have been issued one.
- Go directly to your parked vehicle and leave the premises.

Volunteers

- All new volunteers would be asked to comply with this policy and must report to the administration when coming into school for an activity or class supporting role.

Staff Development



- As part of the induction process, new staff will be made conversant with this policy.
- All new staff must ensure compliance with the procedures at all times.

Uninvited Visitors

- You must comply with the regulations and sign in at the administration office and stating the reason for your visit.
- Based on the nature of your visit, you would be given an appointment to attend on another day.
- If you are calling into the premises to promote your business, you must drop off your flyer at the security post and leave immediately.

Approved Visitors

You are an approved visitor if;

- You frequently visit the premises to undertake work within the school (Carpenter, Plumber, Electrician).
- You deliver shipment and resources
- You are driving a water delivery truck
- Security Personnel/Supervisor

The school reserves the right to ask any visitor who fails to comply with the procedure be warned. Any visitor who becomes abusive or aggressive would be escorted out of the premises by the security guard and failure to leave the premises would result in the school calling for police assistance.

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

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- COVID-19 Precautionary Guidance Policy

Policy Review:

Policy Review Date: 2022

Next Review Date: 2024