



ACADEMY INTERNATIONAL BRITISH PRIMARY SCHOOL

VISITORS POLICY

Aim

At Academy International British Primary School (AIBPS), our goal is to safeguard all students during school hours and while following out of school hour activities. The ultimate aim is to ensure that AIBPS students can learn in an environment where they are safe from harm.

Objective

To have in place a clear protocol and procedure for admittance of external visitors to the school which is understood by all staff, visitors, and parents and follow child protection guidelines. It is our responsibility to ensure the security and well-being of our students at all times. We are equally responsible to the school community for confirming that visitors comply with school rules, including this policy. In order to accomplish this, there must be a protocol to follow when visitors are invited to the school, on the school grounds, and when leave the school property. Visitors may come to the school for multiple reasons such as:

- A parent visiting a teacher or other staff member
- To speak to a class or assembly group
- A contract worker

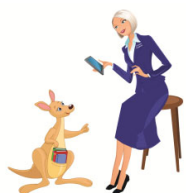
For whatever reason a visitor comes to the school, procedures will need to be in place and parameters clear to all. Consequently, this policy also applies to unannounced visitors – people who may turn up at the school without warning demanding to speak to or see someone.

Where and to Whom the Policy Applies

AIBPS is responsible for its students anywhere on school property, during school hours and on school organized (and supervised) off-site activities. The policy applies to:

- All staff employed by the school
- All external visitors entering the school property during the school day or for after school activities (sports coaches, tutors, and topic related visitors –journalists, authors)
- All parents (mainly parent helpers)
- All students
- Education personnel (Inspectors)
- Building and Maintenance Contractors

Staff are required to be aware of the school's Child Protection Policy in order to prevent inappropriate people from working with children in their education.



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Procedures for Visitors with Pre-Arranged Visits

Before a visitor is invited to the school, the Principal should be notified with a clear reason for the purpose and relevance of the visit, including the date and time. The Principal must give permission before a visitor is asked to come into the school.

Visitors must provide formal photo identification when entering the school grounds and be informed of the visitor's procedure as follows:

- All visitors must report to the guard at the front gate stating they have an appointment at what time and with whom
- The guard will first escort the visitor to the reception desk – the visitor does not enter the school unescorted
- At reception, visitors must give the reason for their visit, who invited them and provide their formal photo identification
- All visitors must sign the visitor's record book, kept at the reception desk at all times, and wear a visitor's identification badge
- Visitors will be escorted to their point of contact OR the contact will be asked to come and collect the visitor. At that time, the contact takes responsibility for the visitor while they are on school grounds
- When leaving the school, visitors have to exit via the reception area recording their departure time in the visitor's record book beside their arrival time and return their visitor's identification badge

Visitors should be made aware that:

- Their safety and well-being during their visit are important to us
- As a visitor, they have a legal responsibility to care for the health and safety of themselves and others
- Visitors are not allowed in classrooms, unless accompanied by a staff member

Unknown/Uninvited Visitors

Any visitor to the school who is not wearing a visitor's identification badge should be questioned politely to find out who they are and what their business at the school is. They should be escorted to the school reception desk to sign the visitor's record book and be given an identity badge. Then, the procedures for a pre-arranged visit take place.

If a visitor refuses to cooperate, they should be asked to leave the property immediately and the Principal should be notified at once, who will consider the situation and decide if it is necessary to report it to the police.



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If an unknown/uninvited visitor becomes aggressive or violent, they will be asked to leave the property immediately and warned that if they fail to leave school property, police assistance will be required and summoned.

Contractors

Contractors/workmen are people performing work at the school who may or may not be employed directly by the school. Contractors employed directly by the school must sign their arrival and departure time on the visitor's record book and wear their identification badges at all times when working on the school grounds. Contractors who are not employed directly by the school must follow the procedures of a pre-arranged visit. Many times work will take place near classrooms, play areas or other places which could be occupied by students and staff while the school is in operation. For this reason, good lines of communication are vital between the school and contractor prior to starting work, ensuring proper supervision and management of health and safety issues takes place. No contractors are allowed on the school premises before 14:30, unless there is an emergency.

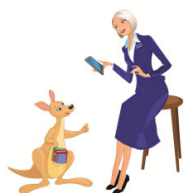
Parent Helpers

All helpers who are parents must comply with the procedures as stated above for visitors invited to the school. New parent helpers will be asked to follow this policy at their induction meeting with staff prior to coming into the school for an activity or class supportive role. Parents may be permitted to assist occasionally (i.e. giving a talk or demonstration about their job, hobby, etc.) providing that they are not left unsupervised. The Principal must authorize the visit before it takes place.

Check List for Staff Organising Visits

- Speakers at assemblies/class lessons need to be approved by the Principal
- Ensure the visitor complements the school's planned program/theme work
- Be confident the visitor has the expertise in the topic they are discussing and is skilled giving classes to young students
- Discuss and agree aims of the session and professional boundaries (responsibility for classroom discipline belongs to the class teacher) prior to the lesson
- If appropriate, inform the visitor of: number, age, and gender ratio of children's background, ethnicity, or special needs

Staff Development



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As part of their new-hire orientation, new staff members will be made aware of this policy. They are required to comply with its procedures at all times and ensure the policy is enforced.

Monitoring and Evaluation

We believe that monitoring and evaluating this policy is an ongoing process. The appropriateness of all visitors invited into school to work with the children will be evaluated throughout the visit and a decision will be made whether they will be asked to return again. The policy will be revised at its next review date, unless any clarifications or actions are identified and needed promptly.

Date of Policy: August 2017

Date of Review: August 2019