



VISITORS POLICY



POLICY NAME	VISITORS POLICY						
APPROVAL AUTHORITY	PRINCIPAL	ADOPTED	APRIL 2023	REVIEWED	JANUARY 2024	NEXT REVIEW	JANUARY 2025
RESPONSIBLE EXECUTIVE	FRONT DESK OFFICER	REVISED	”	”	”	”	”
RESPONSIBLE OFFICE	ADMINISTRATION	AVAILABLE	In the Library , Website				

RATIONALE

It is the responsibility of the School to ensure the safety and well-being of all students in the School premises during school hours and during after school activities. The policy aims to have in place a clear protocol and procedure for the admittance of external visitors to the school which conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

AIM

The aim of this policy and related procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are in the school premises. The purpose is to ensure that all children and staff learn and work in an environment where they are safe.

VISION

An outstanding school cultivating dynamic students who are culturally aware and collaborative within a multicultural society.



All visitors to the Ideal English School will adhere to the following

- Sign in at the front gate with the security guard and provide proper identification.
- Visitors will receive a pass after logging in their details in the visitor's register and should then report to the main office.
- In the main office, the visitor will check in with the front desk officer.
- The front desk officer will contact the staff member that the visitor wants to meet.
- At the end of the meeting, the visitor will return to the security office and return the visitor badge.

In order to minimize the loss of instructional time, it is recommended that an appointment is scheduled in advance to meet a classroom teacher.

Visitors to schools may include:

- Prospective parents and employees parents
 - Those who are addressing a learning or developmental need, like parent volunteers and invited speakers
 - Those who are conducting business, like suppliers and contractors
 - Sales persons seeking a business opportunity
- Visitors Invited to the School Before a visitor is invited to the school, the Principal is informed of the relevance, purpose date and time of the visit.

Visitors Invited to the School

Before a visitor is invited to the school, the Principal is informed of the relevance, purpose date and time of the visit. Permission must be granted by the Principal before a visitor is asked to come into school. The above procedure applies to them.

Unknown/Uninvited Visitors to the School

Any visitor in the school premise not wearing an identity badge is challenged politely to enquire who they are and the purpose of the visit. They should then be escorted to the security to sign the visitors' book and be issued with an identity badge. The above procedures then apply.



In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Principal will consider the situation and decide if it is necessary to inform the police.

Monitoring and Review

Policy will be reviewed in April 2024 by Principal, Administration, Safeguarding lead, Happiness Head and Career Counselor

Date of Review : January 2024

Next Review : January 2025

Dr. Prasanna Bhaskar
Principal