

13. SCHOOL VISITOR'S POLICY

12.1 Policy Statement

The Model School assures all visitors a warm, friendly and professional welcome to The Model School, Abu Dhabi, whatever the purpose of their visit.

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 Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, The Model School recognizes 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 so to do may result in the visitor's escorted departure from the school campus.

12.2 Policy Responsibility

The OSH officer and Students' Affairs Manager are the members of staff responsible for implementation, coordination and review of this policy. These persons will also be responsible for liaising with the school's staff and students as appropriate. All breaches of this procedure must be reported to the OSH officer and Students' Affairs Manager.

12.3 Aim

To safeguard all children under this school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at The Model School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

12.4 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, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

12.5 Where and to whom the policy applies

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

12.5.1 The policy applies to:

- All staff employed by the school
- All external visitors entering the school campus during the school day or for after school activities (including student trainers, teacher trainers, External examiners, motivational speakers, career guides, sports coaches, etc.)
- All governors of the school
- All parents and volunteers
- All students
- Other Education related personnel (County Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises

12.5.2 Protocol and Procedures for Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below).

The following guidelines have to be strictly followed to enter the campus

- Having a valid COVID-19 RT PCR test taken within 96 hrs. of entry/ as per government protocol modified time to time.
- Wearing a face mask as long as protocol is in force.

12.5.3 Visitors must follow the procedure below.

- At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to the site, 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, organization, 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. Max. time allowed for a visitor: 20 min. The visit time will be extended in case of any genuine reason / requirement.
- All visitors are requested to leave the school campus immediately after the completion of the purpose of visit.
- Photography/ videography or any sought of recordings is not permissible without formal permission from the principal.
- In case of taking photography/ videography of persons their permission must be sought.
- Photography/ videography / any recordings related to school shall not be published through website or news portal or social media pages without formal consent of the principal.

12.6 Approved Visitor List

Visitors to the school generally fall into four categories: ***parents, professional visitors, vendors and contract laborers***. 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. All visits to all spaces shall be abiding Covid-19 and other infection disease protocols.

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 offices. All visitors are expected to enter their details in the visitor's logbook.

The School will hold an approved visitor list for visitors who frequently visit the school campus 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:

- They have the written authorization of the OSH Officer/Students' Affairs Manager to move inside the school campus unaided/aided.

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

12.7 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 campus, potentially breaching security).

12.8 Unknown/Uninvited Visitors to the School

Any visitor to the school campus who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school campus.

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 the OSH officer and Students' Affairs Manager (or Senior Leader if neither is available) should be informed promptly.

The OSH officer and Students' Affairs Manager 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 wherein:

1. Appointments to discuss a student should be scheduled to avoid awkward times when teachers must be with the class.
2. Please avoid discussing your student when other students are present.
3. If you must contact your student or classroom teacher and have not made prior arrangements, parents should contact the receptionist for assistance.
4. Do not go directly to the classroom during school hours as this can disrupt the learning of the class.
5. We encourage parents to speak to respective teachers for any concerns.
6. Parents are strictly not allowed to discuss or interrogate any other child.

12.8.1 All parent helpers shall comply with procedures and register at the Reception.

- All visitors must adhere to the dress code. Please wear respectful clothing. Shoulders and knees should be covered.
- No kissing or 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 Lockdown protocols if on school grounds during termly drills.