



Visitors Policy

Approved by:		Date of approval:
Last reviewed on:		
Next review due by:		

**The
Pur
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this**

Policy

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents. The ultimate aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Consultation:

This policy was written by Head of Primary, in consultation with all members of SLT.

Monitoring and evaluation:

This policy, its implementation and effectiveness is regularly monitored by the Principal, Senior Leadership Team and the Governing Body and is reviewed each year in order to ensure full compliance with statutory obligations and safeguarding policies.

Visitor Guidelines

The safety and security of staff and students at Star International School, Al Twar2, is of utmost importance. Visitors are very welcome to our school; however, it is our school's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times. School administration must know at all times who is on campus and reserves the right to refuse entry to any visitor.

Closed Campus

All students are required to remain on school grounds during the regularly scheduled school day, including the break. It is unlawful for anyone to take a student away from school during the regular school day without first obtaining proper permission from a **designated school official (???)**

Visitor Protocol and Procedures

The following outlines the required protocol for visitors to Star International School,

- All visitors will enter the school only through the main front entrance. They will be requested to sign the Visitor's Record Book with the Security Guard making note of their name, who they are visiting and deposit an identification document (Emirates ID etc).
- If parents / guardians wish to meet the teacher or other staff of the school at any time they are requested to make a prior appointment with the reception staff.
- All visitors will be required to wear a Visitor badge which must remain visible throughout their visit. This will be provided to them after signing in.

- 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 visitor is not allowed to move about the site unaccompanied.
- On departing the school, visitors MUST leave the main front entrance.
- Enter their departure time in the Visitor's Record Book alongside their arrival entry.
- Return the identification badge to the Security Guard.
- Collect their identification document from the security guard.

Parents and care providers are requested to comply with drop off and pick up arrangements in the morning and afternoon as impromptu meeting with the staff is disruptive to the class routine and safety of the students.

Students must be dropped off and picked up from the main front entrance only.

Parents / guardians collecting their students from FS1 / 2 are requested to wait in the reception area until lessons have finished. Please refrain from disturbing teachers and students in other grades during this time.

If parents / care providers wish to participate in special events in their child's classroom within the school day, the parent / care provider will have to schedule this the Head of Key Stage and the administrative team. Parents / care providers are asked to respect the decision of the staff on the frequency, duration and type of visits that the teacher will approve of, based on the teacher's knowledge of the needs of the students in his / her classroom. Volunteers will be required to wear the Volunteer badge throughout their visit in the school.

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. In case of a fire drill or any emergency evacuation, visitors are requested to report to the reception immediately.

Staff Roles and Responsibility

- Ensure they understand the above policy
- Ensure they support all members of staff in the implementation of this policy on a daily basis.

Types of Visitors and Vetting Procedures:

The following vetting procedures are implemented to ensure the safety and security of all parents, pupils, staff and visitors. These procedures have been carefully designed to ensure the school forges effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole school community.

Volunteers

We actively support parents, guardians and other adults who wish to work as volunteers in our school. There are two main ways of helping: -

- Occasional support for school events, visits or trips: these are events where parents/volunteers commit to supporting an individual event. As this is classed as supervised contact, police checks are not required and permission to undertake this role is at the discretion of the Principal.

- Regular support in the school. This is when parents/guardians or other adults offer regular support to the school for a period of time. This commitment will be discussed with the Principal or a member of the Senior Leadership Team and mutually agreed duties will be defined. All regular volunteers who support the school in this way will have an induction briefing to ensure they are aware of our key policies and procedures. They will be fully supported by suitably qualified members of staff. Vetting checks are not required for voluntary support which is fully supervised at all times however school reserves the right to request a standard or enhanced Police check.

Work Experience & Training Placements

In addition we offer work experience placements for adults in training as well as young people wishing to gain work experience in a school setting. In such cases the vetting is carried out by the applicant's host agency. The vetting responsibility for students on placements from universities or colleges lies with their place of study and a formal statement of assurance, together with the student's police clearance information, will be provided to the school prior to commencement of their placement.

Contractors

Wherever possible maintenance work carried out on site is outside pupil access hours. However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. These visitors are required to meet the school's safeguarding requirements which consist of the following procedures:

- All contractors are required to sign in at the reception desk. (Note: on departure all visitors are required to enter a time of departure to meet Health & Safety requirements);
- They will be requested to present photographic identification related to their employment. In cases where this is not possible a telephone check will be made with the relevant employer before entry is permitted. School reserves the right to refuse admittance;
- A school visitor badge will be issued and prominently worn. This is to assure all staff in school that contractors have completed the above procedures and therefore are known and recorded to be on site. Where a contractor does not display their school visitor badge they can expect to be politely challenged by our staff, who are vigilant in ensuring the above procedures are adhered to. Pupils are also encouraged to report to a member of school staff any visitor they encounter on site without a school visitor badge;
- In some special circumstances contractors may be required to have police checks. For example:
 - Where contractors, during on-going building work, will be regularly working unsupervised by school staff and / or close proximity to outdoor areas or internal areas where pupils are present;
 - Where the nature of the contractor's works means they will have access to sensitive data e.g. computer maintenance/management information service companies.

Visiting staff from the Local Authority (LA), Children's Services, Health agencies e.g. DHA and private companies that have Service Level Agreements with school do not have to comply with the aforementioned vetting procedures if their organisations have issued a statement of assurance.

Infrequent visitors such as artists, authors and theatre companies are fully supervised at all times and will not be required to submit police checks.

Specific Guidance for Members of Staff Organising Visits from External Agencies:

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience;

- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and is in line with school policies.
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate;
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline;
- Supply each visitor with school's visitor badge;
- Ensure the activity meets Health and Safety guidelines;
- All staff must inform the relevant people of the intended presence and remit of visitor e.g. Principal, Senior Leadership Team, Reception and check if police check procedures apply;
- Organise, meet and greet arrangements and classroom/assembly lay out;
- Ensure a member of staff is present during the session who will be responsible for class discipline, monitoring and evaluation;
- Ensure the students are given time to reflect on what they have learned and identify next steps targets for learning.