

## School Visitors Policy and Procedures 2021-22

<b>Implemented:</b>	<b>September 2011</b>
<b>Next Review:</b>	<b>June 2022</b>

The Winchester School assures all visitors a warm, friendly and professional welcome to The Winchester School, Jebel Ali, 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 staff to ensure that this duty is uncompromised at all times.

In performing this duty, The Winchester School recognises 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 to do so may result in the visitor's escorted departure from the school site.

**As per KHDA Protocol No. 5**, parents will not be allowed on the school premises for any reason till the students are in school. Only FS parent and parent supporting a Student of Determination are allowed to accompany during drop off and pick up for maximum 10 minutes only (only one parent). Parents must wear a mask while on school premises.

**As per the KHDA Protocol No. 8**, meetings are encouraged to take place online, unless there is a critical need for one to one meeting which should take place on an appointment by email basis and will need to be made and approved beforehand. This will be in a different allocated conference room which will be disinfected and sanitized after every meeting and all meetings will be kept to maximum of 20 mins, maintaining distance of 2 m.

**As per the KHDA Protocol No. 48**, parents can meet Registration/ Accounts /STS /PRE/GRE only after 2:30 pm through prior appointments only.

All visitors must comply with the Health and Safety requirements applicable under current conditions like maintain social distancing of 2m, wearing masks etc. They must follow the guidelines from school staff/security as needed in the best interests of everyone's health and safety.

### **Policy Responsibility**

The Health & Safety Officer and Manager School Operations are the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's security staff and Child Protection Officer (Vice Principal – Dr. Ritika Anand) as appropriate. All breaches of this procedure must be reported to the Health & Safety Officer (Mr. Neijin Pathrose) and Manager School Operations (Mr. Rajeev Abraham).

## **Aim**

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

## **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, visitors and parents and conforms to child protection and safeguarding guidelines.

## **Where and to whom the policy applies**

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

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises

## **Protocol and Procedures**

### **Visitors to the School**

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

- At times when the security gates are closed, all visitors must register at the gate and obtain a visitor's badge after handing in a personal photo identity card, explaining who they are and the purpose of their visit.
- Parents must wear yellow parent lanyard, visible when entering the school. Parents without the yellow lanyard will be asked to sign in as a visitor and must surrender ID to receive a visitor's badge.
- 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, organisation, who they are visiting, car registration and visitor badge number.  
(above point may not be applicable in the pandemic situation/electronic log in is better)
- 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.

*Meenabshi*

Signed:

Date : June 2021