



## Policy: Visitors Policy and Procedures

### Academic Year 2021-22

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**Vision:** To be a welcoming and diverse international school that nurtures students to acquire, articulate and establish the necessary skills and knowledge to become a citizen in a global environment.

**Mission:** To create an inclusive environment of responsibility, respect and tolerance, based on Qatari values, for all members of the school community. To deliver an in-depth consistent learning program, which provides opportunities to display their learnings.

**Objectives:** Spectra Global School helps individuals to become life-long learners with **STEPS**.

We provide

**S-STIMULATING** environment for learning.

**T-TRANSPARENT** vision helps us to communicate easily.

**E-EMAPTHY-** towards others helps us to learn life skills lessons and values of the country that we are growing.

**P-PROGRESS** to achieve and attain better.

**S-SUSTAIN** with what we do and maximize it.

## **Rationale**

In line with our school Objectives, this policy has been written to ensure that we provide a **Stimulating** environment for our students and adults with **Transparency**. To **Sustain**, we need to be **Progressive** and attain what we are capable of and ensure that we remain human and **Empathetic** with one another.

The purpose of the policy is to provide a safe and secure environment for our students, staff and resources by establishing guidelines and procedures in relation to visitors to the school that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

## **Spectra Global School Policy and Procedures**

The safety and security of staff and students at Spectra Global School is of utmost importance. Visitors are welcome to our school; however, it is our school's responsibility to ensure that the security and well-being of our pupil 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.

To safeguard all children and staff within the school campus both during school hours and out of school hours. The ultimate aim is to ensure that students at Spectra Global School can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

## **Objective**

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 adheres to child protection and safeguarding guidelines. To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

## **Protocol and General Procedures**

The principle access for visitors should be through the main gate.

- The main access for visitors is from the main gate (Gate 1).
- Security guard will enquire in regards to the visit. If the visitor is from the Ministry/ Official meeting / Parent/ Contractor.
- Provide details to the reception staff, including name, purpose of visit, name of the pupil the visit affects/staff member who arranged the visit.
- Visitor to sign in using the visitors' book with details including name, telephone number, purpose of visit, QID.
- All visitors on school premises will be issued a visitor's badge.
- Visitors have to display the ID badges provided at all times whilst on school property
- Return ID badges to the school office before departure
- Sign out using the Visitors' book upon departure

- Spectra Global staff are not permitted access to the interior of the facility and other working areas during their off-duty hours without signing in at the gate, ID badges must be worn whilst on site.
- Smoking, consuming alcohol or any illegal substances is prohibited at all times
- Please stay within the areas that are necessary for your visit.

### **Visitors Invited to the school**

Before any visitor is invited to the school, the Head of Department/Coordinator, and a member of the senior leadership team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Once the proposed visit is entered into the school diary this will be discussed as part of the regular review of the diary and at senior leadership team meetings.

- When inviting visitors to the school the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit
- All visitors must report to the school reception desk in the general office.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification. All visitors will be asked to sign the school's visitor register making note of their name, organisation, who they are visiting as well as the date.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school 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 the school has agreed to the same.
- Member of staff hosting the visitor, should ensure that the visitor has exited the school campus from Gate 1.
- Return ID badges to the school office before departure
- Sign out using the Visitors' book upon departure

### **Approved Visitor List**

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and health professionals). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- They have a current contract with the school.
- Visitors on the Approved List MUST follow the same procedures on entry to the premises

### **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing a visitor badge should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to reception to be issued with a visitor badge if approved. 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 a member of the SLT informed. The SLT member 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.

### **Parent Representatives and Volunteers**

All parent and other volunteers will be treated the same and added to the approved Visitors List. They should sign in and out at reception as detailed above. New parent representatives will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the SLT.

### **Buildings and Maintenance Contractors**

Contractors follow the procedures as set out in the general procedures section. When pupils are on the premises, the contractors must be supervised at all times by the Facilities Coordinator or, if he / she is unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site.

### **Parent Visitors**

Partnership with parents is a strong and unique feature of SGS which the school wishes to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day and for controlling and monitoring their access to the 'Classroom Zones'. Parents who visit the school site at times other than the start and end of the day are expected to report to the main reception to make the purpose of their visit known. They will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied. If the parent needs to visit a room in a classroom zone for any other reason they will be escorted by a member of the office staff or directed to a specific waiting area (for example, when attending parent conferences). Exceptions to this are when there is a planned school or classroom event (eg, Come and Read, Coffee Mornings, Parties), in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

### **Ex Pupils and Ex Members of Staff**

Ex Spectra pupils and ex members of staff may request or arrive at the school for a visit. They must be signed in and be fully supervised at all times.

## **FIRE**

- Please familiarise yourself with the fire exits which are shown on “Fire Evacuation Plan” of the school.
- When the alarm sounds, report to the fire assembly point closest to where you are in the building so that you can be accounted for.
- If you are working with children/pupils lead them to safety and inform a member of school staff so that registers can be taken.

### **MOBILE PHONES, CAMERAS, ETC**

Whilst on site, please

- Use only in connection with your business and when you are approved to do so
- Do not leave equipment unattended
- Do not use mobile phones in the presence of pupils
- Computers are not to be used by visitors, unless you are approved to do so
- Taking photographs or recording videos is not permitted unless consent has been sought for the relevant school activity.
- Anyone whose actions/behavior, etc causes concerns or who do not follow the above requirements may be reported to the Local Authority for further action.