



School Visitors Policy

Policy Statement

The Management assures all visitors a warm, friendly, and professional welcome to Oakland International British School, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security, and well-being 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 and management shall ensure that this duty is uncompromised at all times.

In performing this duty, Management 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 site.

Policy Responsibility

The Head of the Administration Department is the member of staff responsible for the implementation, coordination, and review of this policy. This person will also be responsible for liaising with the school's security and staff as appropriate. All breaches of this procedure must be reported to the Head of Admin.

Aim

To safeguard all children under OIBS during school hours, extracurricular activities hours, and After School Care hours. The ultimate aim is to ensure that children at OIBS 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-organized (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;
- All parents and prospective parents
- All pupils



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- Other Education related personnel (AMAC, DQA, Advisors, Inspectors)
- Building & Maintenance and all other independent contractors visiting the school premises;

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 visitor's list as set out below). They must follow the procedure below.

- At all times the school's security gates must be closed, and all visitors must stop at the gate to gain access to the site, explaining who they are and the purpose of their visit to the Security Team.
- 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 the 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 at the school gate at all times making note of their name, organization, whom they are visiting, and visitor tag number.
- All visitors will be required to wear an identification tag – the tag 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 school unaccompanied unless they are registered on the Approved Visitor List.

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 and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a contract of supply/maintenance with OIBS;
- b) They have never contravened the duty of care and privacy they owe OIBS;
- c) They have the written authorization of the Headteacher or School Manager to travel around OIBS.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises, however, A copy of the approved visitor list will be kept in the reception and the security unit at all times.



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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 tag to the Security;
- A member of staff should escort the visitor to the security unit (ensuring the visitor does not re-enter the school site, potentially breaching security).

Unknown/Uninvited Visitors to the School

- Any visitor to the school site who is not wearing an identity tag should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to security to sign the visitor's book and be issued an identity tag. 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 Head of School should be informed promptly.
- The Head of School will consider the situation and decide if it is necessary to inform the policemen attached to the Security Unit.
- 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.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

Staff Visitors

Staff are not permitted to receive visitors during work hours within the premises as this might pose a threat to the safety and privacy of pupils within the premises. However, if it becomes important to receive a visitor at work, it is important to adhere to the steps below:

1. Discuss with the Admin office and notify them of the proposed visit;
2. The Admin team will notify the Head of School and obtain an approval slip for the staff;
3. The staff will approach the Security Team with the approval slip and register the proposed visitor in the "Daily Visitors Log Book"
4. The Visitor will be received into the premises following the Visitors to School procedure and the staff will be invited thereafter.
5. No staff visitor is permitted to exceed 1 hour in the premises.

A handwritten signature in black ink, appearing to read "Barakah Saleh Mutallab".

BARAKAH SALEH MUTALLAB
School Director