

SCHOOL VISITOR POLICY

Deira Private School does not allow unauthorised visitors to enter the premises to safeguard the interest of the children and staff. It is the responsibility of the School to ensure the safety and well-being of all students in the School premises during school hours and during after school activities.

Aim:

The aim of this policy and related procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are in the school premises. The policy aims to have in place a clear protocol and procedure for the admittance of external visitors to the school which conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

Purpose:

The purpose is to ensure that all children and staff learn and work in an environment where they are safe and to ensure the safety and security of all students, staff, and visitors while maintaining a welcoming environment for parents and guests.

Definition of a Visitor:

A visitor is any individual who is not a student or staff member of the school. This includes parents, guardians, volunteers, contractors, and any other individual visiting the school for any reason.

Procedure

- All visitors must sign the Visitor's Book on arrival and departure with the security.
- The security will be giving out an ID and visitors are required to wear it at all times when inside the school premises.
- A member of staff must accompany visitors in the school at all times whilst in the building; at no time should a visitor be left alone with a student unless under specific circumstances arranged previously with the management.
- Inquiries for tours to sign and fill out the inquiry form with exact date, contact number, and signature.
- Parents on tour are not to be allowed any access into the classrooms or to the children when the children are present in the class without the admissions manager.
- Visitors are not allowed to take any pictures of the staff, or the children unless given permission.
- Maintenance works to be scheduled only with the appointed maintenance company
- Maintenance works to be scheduled when students are not around.
- In case of emergency, the children must be cleared from the room where work needs to be carried out.
- Maintenance workers to not use/leave tools in easy access of the students.
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander alone.

- The school will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parent/carer(s).

Restricted Areas

- Visitors are only permitted in areas relevant to their visit (e.g., classrooms, offices, meeting rooms).
- Access to areas such as student restrooms, locker rooms, and other sensitive areas is strictly prohibited.

Conduct

- Visitors are expected to adhere to all school rules and demonstrate respectful behaviour toward students, staff, and other visitors.
- Disruptive behaviour will result in the visitor being asked to leave the premises immediately.

Emergency Situations

- In case of an emergency, visitors must follow the instructions of school staff and participate in any necessary safety drills or procedures.

Unauthorised Visitors

- Any individual found on school premises without proper authorization or identification will be asked to leave immediately. Law enforcement may be contacted if necessary.

Violations of Policy

- Violations of this visitor policy may result in the visitor being prohibited from future visits and potential legal action depending on the severity of the offense.

Review and Amendments

- This policy is subject to regular review and may be amended as necessary to ensure the continued safety and security of the school environment.

Document	School Visitor Policy
Date written	July 2019
Last reviewed	August 2025
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Version	Working Document