

SCHOOL VISITOR POLICY

Deira Private School does not allow unauthorised visitors to enter the premises to safeguard the interest of the children and staff.

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 to 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 works need 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).

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