

Visitor Policy

Summit International Schools

Purpose

The purpose of this policy is to establish guidelines for all visitors to Summit International School. These guidelines aim to:

- *Provide a safe and secure environment for our students and staff.*
- *Establish protocols and procedures to effectively monitor and manage visitors, while maintaining an open and welcoming atmosphere.*

Targets

This policy applies to:

- All teaching and non-teaching staff employed by Summit International School.
- All external visitors entering the school during school hours or during after-school activities, including peripatetic tutors, sports coaches, and topic-related visitors (e.g., business professionals, authors, artists).
- The proprietor of the school.
- All parents and guardians.
- All students.
- Educational staff (ADEK staff, government inspectors).
- Building and maintenance contractors.
- All invited visitors.

Types of Visitors

- Parents and guardians
- ADEK staff
- Guest speakers

- Paid coaches and instructors
- Shadow teachers
- Volunteers (e.g., parents, sports coaches)
- Contractors

General Requirements for Visitors

- Formal visitors representing governmental entities, businesses, or contractors must present an **Emirates ID (EID)**.
- Visitors must enter the school building through the main entrance i.e. **Gate No. 01** and report to the security guard.
- All visitors are required to state the purpose of their visit and identify the person they wish to see.
- Visitors must sign the Visitors Record Book located at reception.
- Visitors must always wear identification badges.
- Visitors will be escorted to their point of contact by a staff member.
- Visitors must report to the school security office upon arrival and departure.

Parents and Guardians

- Parents wishing to meet with teachers or administrators are encouraged to make appointments in advance.
- Parents collecting students for external appointments during school hours must report to the reception office.

Volunteers

- Volunteers who will be on school premises during school hours must obtain ADEK approval.
- Volunteers will work directly alongside a member of the school staff.

Contractors

- Contractors must adhere to the **OSHAD Contractors Management Procedure**.
- Contractors with regular staff on school premises during school hours must provide clearance certificates for their employees.

- Contractors visiting occasionally must be accompanied by a staff member (e.g., OSH officer, security guard) always.

Guest Speakers

- Guest speakers may be invited to the school with prior authorization from the principal, provided that their expertise will enrich the curriculum.
- Guest speakers must obtain ADEK approval through the **Tarasol system**.
- ❖ *If anyone wishes to invite a guest speaker/volunteer, please inform the school registrar at least two weeks in advance to obtain approval from ADEK Tarasol system.*

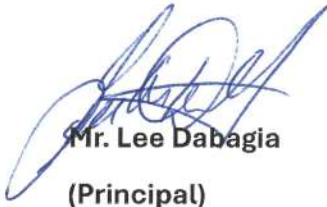
Unknown/Uninvited Visitors

- Any visitor not wearing a visitor badge should be approached politely and asked to identify themselves and their purpose for being on school grounds.
- Such visitors must be escorted to the school office to sign in and receive a visitor badge.
- If an unknown/uninvited visitor refuses to comply, they must be asked to leave the premises immediately, and the school principal should be informed without delay.
- The principal or a designated member of the Senior Leadership Team (SLT) will assess the situation and determine whether police notification is necessary.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave immediately and warned that failure to comply will result in police intervention.

This policy is designed to ensure the safety and security of all individuals on school premises while fostering an inviting environment for our community.

Effective Date: September 20, 2024

Next Review on: September 21, 2025



Mr. Lee Dabagia
(Principal)



Sardar Hassam Khan
(HSO)