

VISITOR POLICY

Policy Owner	Operations Manager
Approved by	Ms Sapna Changrani (Head of School)
Review Date	July 2026
Next Review Due	July 2027
Circulation	All Staff, Students, Parents; School Website; KHDA Inspection File

1. PURPOSE

This Visitor Policy is in place to ensure the safety, security, and wellbeing of all students and staff at the school. All visitors to the school premises are required to follow the procedures set out in this policy.

2. VISITORS DURING SCHOOL HOURS

Parents are welcome to visit the school during school hours. To ensure their visit can be accommodated effectively, all visitors are kindly requested to schedule an appointment in advance. Parents must present their Parent ID Card for verification upon arrival.

3. MAINTENANCE WORKS AND DELIVERIES

Maintenance work and deliveries are permitted only after school hours, unless an emergency situation requires immediate attention. Where emergency maintenance is required during school hours, a designated staff member accompanies the maintenance team to supervise the work and ensure the safety of all students and staff.

4. FORMER STUDENTS VISITING STAFF

Former students may visit the school to meet with staff members during dispersal time, provided this is arranged in advance through an appointment.

5. VISITOR SIGN-IN

All visitors, including parents, must sign in at the school's gate upon arrival. They are provided with a colour-coded lanyard and visitor badge, which must be visibly displayed throughout their visit. Visitors are also asked to note the estimated duration of their visit at sign-in, to support accurate headcount tracking during an emergency evacuation. Upon departure, the actual exit time is also recorded.

6. IDENTIFICATION AND VERIFICATION

All visitors' Emirates ID is verified upon entry, and their details are recorded in the visitor logbook at the security gate.

7. VISITOR CONDUCT

Visitors are expected to conduct themselves in a respectful and appropriate manner while on school premises. Disruptive behaviour will not be tolerated, and individuals engaging in such behaviour may be asked to leave the premises.

8. EMERGENCY PROCEDURES

In the event of an emergency or evacuation, all visitors are required to follow the instructions provided by school staff and security personnel.

9. PARKING AND ACCESS

Visitors are requested to follow the designated parking and access procedures specified by the school.

10. SECURITY MEASURES

The school may implement additional security measures as necessary to ensure the safety and wellbeing of all individuals on the premises.

11. POLICY REVIEW

 This policy will be reviewed annually, or sooner if required, to reflect operational needs, changes in legislation, or updated guidance from the KHDA