



مدرسة وودلـم بارك

Woodlem Park School

Al-Hamidiya, Ajman

SCHOOL VISITORS POLICY

Policy Name	School Visitors Policy	Policy No.	WPSH_PLC_022
Effective Date	April 2025	Date of Last Revision	25th March 2025
Version No.	March 2026	Person in-charge	

Policy Statement

The school assures all visitors a warm, friendly and professional welcome to The Woodlem Park Al Hamidiya Private School, whatever the purpose of their visit.

The School has a legal duty of care for the safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to a safeguard "all pupils from subjection to any form of harm, abuse or nuisance". It is the responsibility of the school to ensure that this duty is uncompromised at all times.

In performing this duty, the school 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 Operation (HOA) is the member of staff responsible for implementation, coordination and review of this policy. This person is responsible for liaising with the all head and reception staff. All breaches of this procedure must be reported to the HOA to ensure the policy is in place.

Aim

To safeguard all children under this school's responsibility both during school hours and out of school hours' activities which are arranged by the school. The ultimate aim is to ensure that students at WPSH School can learn and enjoy 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, governors, 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, during normal school hours, during after school activities, and on school organized (and supervised) off-site activities. The policy applies to:

- All teaching and non-teaching staff employed by the school.
- All external visitors entering the school site during the school day or for after school activities (including supply teachers/peripatetic tutors'/sports coaches and topic related visitors e.g. authors, journalists).
- All leaders of the school.
- All parents (including parent helpers).
- All students.
- Other education related personnel.
- Buildings and Maintenance Contractors. (If for any work on school).

Protocol and procedures

Visitors to the school

All visitors to the school may be asked to bring formal identification with them at the time of their visit.

They must follow the procedure below,

- All visitors will be required to wear an identification badge; the badge must remain visible throughout their visit.
- All visitors will be asked to sign the Visitors' Record Book (which is kept by the Security office at all times), making note of their name, organization, who they are visiting, car registration number and visitor badge number (where applicable)
- All visitors must report to the school office/ reception first and should not enter the school via any other entrance
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification
- The school office/ reception staff should be informed of all pre-arranged visitors to the school
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The contact will then be responsible for them while they are on site

Visitors Departure from School

On departing the school, visitors should leave via the school office and:

- Enter their departure time in the Visitors' Record Book alongside their arrival entry
- Return the identification badge to the school office/ reception

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

Unknown/ unplanned visitors to the school

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school.
- They should then be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge. 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 Principal/VP should be informed promptly.
- The Principal will consider the situation and decide if it is necessary to inform the police.
- 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.

Governors and regular volunteers'/parent helpers

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if they are in regulated activity via the School Office
- New Governors will be made aware of this policy and be familiarized with the procedures as part of their induction. This is the responsibility of the Principal, Chair of Governors or Clerk to Governors.
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Principal/VP before coming into the school for an activity or class supporting role.
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Principal must give permission before any such visit takes place. All regular parent helpers must be DBS checked. Again all parents should follow the procedures as stated above

Staff development

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

Linked policies

This policy should be read in conjunction with other related policies, including:

- Child protection/safeguarding policy
- Health and safety policy