

Visitor Policy

Purpose

The purpose of this policy is to assure all visitors receive a warm, friendly, and professional welcome to the International British School of Bucharest, whatever the purpose of their visit.

The School has a duty of care for the health, safety, security, and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils. It is the responsibility of the School Board and Senior Leadership Team, with the support of all staff, to ensure that this duty is carried out, uncompromised at all times.

In performing this duty, the school recognises 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 to do so may result in visitors being escorted from the school site.

This policy complies with UK DfE child safeguarding guidelines and standards.

Overview

This policy sets out clear protocols and procedures in place for the admittance of external visitors to the school which is understood by all staff, students, parents, and visitors, in accordance with the recommended child protection and safeguarding guidelines.

One of the key aims of this policy is to ensure International British School of Bucharest pupils can learn and enjoy extra-curricular experiences in a safe environment.

Staff are required to be familiar with the school’s Child Safeguarding Policy (included in the Staff Handbook and on the server) in relation to: *preventing unsuitable people from working with children and young persons in the education service.*

This policy applies to all visitors invited to the school.

To whom the policy applies

This policy applies to all visitors, defined as all people other than current staff members, pupils, and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day. The policy applies to:

- All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, volunteers, and topic related visitors: e.g. authors, journalists, musicians, and artists, etc.)
- All parents seeking entry to the school site beyond the parent waiting area
- Other education related personnel (advisors, inspectors, health professionals)
- Building & maintenance and all other independent contractors visiting the school premise

Protocol and Procedures

Visitors Invited to the School

- a) Before a visitor is invited to the school the Executive Director/Head Teacher/Office Manager should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of visit. Permission must be granted by a member of the Senior Leadership Team before a visitor is invited into school.
- b) When inviting visitors to the school, the office should first be informed. The office will then inform the guards and reception.
- c) Visitors should be asked to bring formal photo identification with them at the time of their visit and be informed of the procedure for visitors, as set out below:
 - All visitors, including volunteers, should ensure they are healthy with no signs of symptoms of illness symptoms prior to visiting IBSB
 - All visitors must enter by the main entrance
 - Gate guards should be aware of the arrival of all visitors. Visitors must produce formal photo identification at the point of entry.
 - The visitors should then be accompanied to the reception area and handed over to the front desk reception staff.
 - Visitors will undergo basic triage, including a temperature check. Any visitor with a temperature above 37.3 will not be admitted to the campus.
 - During a pandemic, visitors may be required to complete a declaration relating to the specific pandemic and to wear a mask at all times whilst on campus.
 - Visitors will be asked to complete the **Visitors Record Book** stating the purpose of their visit and who has invited them. Entry time should be recorded by the gate guard.
 - The point of contact will be asked to come to the parent/visitor waiting area to receive the visitor.
 - Visitors will be given a **Visitor Identification Badge**, which must be worn and visible at all times.
 - The contact will be responsible for the visitor while they are on site.
- d) Volunteers who visit the school on a regular basis will be required to complete an appropriate police check to confirm they are able to work with children.
- e) On departing the school, visitors should leave via the main gate signing out with the time recorded by the gate guard, returning their visitor badge prior to exiting.

Unknown/Uninvited Visitors to the School

- a) All persons intending to visit IBSB should contact the school office prior to arrival to confirm the purpose of their visit.
- b) Any member of staff who has confirmed a meeting with a parent or member of the general public for purposes relating to school, should contact the school office to confirm the expected time of arrival of the visitor and purpose of the visit. The office will then in turn inform reception and the front gate.
- c) In situations where a person arrives at the front gate unannounced, the front gate will contact the office, informing the Office Manager or Executive Director who is at the gate and the purpose of their visit. The office will then inform the relevant staff member and if possible will confirm that the gate guard can admit the visitor to wait in the reception area for the relevant person to arrive.
- d) The visitor should then be accompanied to the reception area and handed over to the front desk reception staff.

- e) Visitors will undergo basic triage, including a temperature check. Any visitor with a temperature above 37.3 will not be admitted to the campus.
- f) During a pandemic, visitors may be required to complete a declaration relating to the specific pandemic and to wear a mask at all times whilst on campus.
- g) Visitors will be asked to complete the **Visitors Record Book** stating the purpose of their visit and who has invited them. Entry time should be recorded by the gate guard.
- h) The point of contact will be asked to come to the parent/visitor waiting area to receive the visitor.
- i) Visitors will be given a **Visitor Identification Badge**, which must be worn and visible at all times.
- j) Any visitor to the school site not wearing an identity badge should be approached politely to enquire who they are and their business on the school site
- k) The procedures for invited visitors then apply
- l) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Executive Director/SLT (or Site Manager) should be informed promptly
- m) The Executive Director/SLT (or Site Manager if no member of the SLT is available) will consider the situation and decide if it is necessary to inform the police
- n) 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.

Sixth Form Campus

The same health and safety protocols and procedures that apply to the main campus shall apply to the Sixth Form Campus with the following revisions.

- a) Visitors at the gate will be required to push the gate bell to inform reception of their presence.
- b) Parents coming for the purpose of visiting the School Uniform Shop are not required to make an appointment, but should arrive during the normal scheduled hours for business: Friday 14:00-15:30
- c) For unannounced visitors, the Sixth Form Office Administration will inform the relevant member of staff of the visitor's arrival.
- d) The visitor should be accompanied to the Sixth Form Reception in the Sixth Form Administration building.
- e) Visitors will undergo basic triage, including a temperature check, upon entry to the Sixth Form Administration building. Any visitor with a temperature above 37.3 will not be admitted to the campus.
- f) During a pandemic, visitors may be required to complete a declaration relating to the specific pandemic and to wear a mask at all times whilst on campus.
- g) Visitors must produce formal photo identification before filling out the **Visitors Record Book** upon entry stating the purpose of their visit and who has invited them. Entry time should be recorded by the gate guard.
- h) The visitor will wait in the Sixth Form Administration building for the relevant member of staff.
- i) If the meeting takes place in a location other than the Sixth Form Administration Building, the visitor must be given a **Visitor identification badge** and be accompanied by a member of staff at all times.
- j) The contact will be responsible for the visitor while they are on site.



- k) On departing the school, visitors should leave via the main gate signing out with the time recorded by the gate guard, returning their visitor badge prior to exiting.

Dissemination

This policy is publicised to all in the school community through the school website and to staff via the Staff Handbook and server.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be invited back to the school in future.

Related Policies

PS/SS Curriculum Policy

PS/SS PSHE Policy

SS Work Experience Policy

WS Clubs Policy

WS Community Action Service Policy

WS Health and Safety Policy