CSC Visitor Policy

Purpose

The purpose of this policy is to assure all visitors receive a warm, friendly, and professional welcome to the Cambridge School of Constanta, 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 School Principal, 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 so to do may result in visitors being escorted from the school site.

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 Cambridge School of Constanta 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 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.
Parents are not allowed to enter the school or classes. For administrative problems parents can use the big gate to get to the secretariat, accounting or uniforms shop between 09:00 – 11:00. We encourage email communication, Kinderpedia messages, scheduled meetings.
Parents are not permitted access to the classrooms or school halls while waiting for students to prepare to leave the premises for the day. Parents are to wait in the designated pickup zone outside the school gate or in the school yard in front of the school. Any parents who need to go to a classroom to assist a student in any way, must first go to the secretary's office and notify the school of their presence. ECHS-CSC reserves the right not to permit access to the school property and facilities should the intrusion be inappropriate, intrusive, threatening or harmful in any way.

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 School Principal or Foundation Director 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 School Principal or Foundation Director 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.

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 of illness symptoms prior to visiting CSC
- 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 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.
- Visitors will be given a **Visitor Identification Badge,** which must be worn and visible at all times.
- Relevant teaching staff 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 CSC 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 the front gate.
c) In situations where a person arrives at the front gate unannounced, the front gate will contact the Front desk office, who will inform the School Principal or Foundation 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 Front desk area for the relevant person to arrive.
d) The visitor should then be accompanied to the Front desk area and handed over to the front desk reception staff.
e) 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 quard.
f) Visitors will be given a **Visitor Identification Badge,** which must be worn and visible at all times.
g) The procedures for invited visitors then apply
h) 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
i) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and School Principal or Foundation Director should be informed promptly
j) The School Principal or Foundation Director will consider the situation and decide if it is necessary to inform the police
k) 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.

Dissemination

This policy is publicised to all in the school community through the school website, and school platform Kinderpedia.

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

CSC Safeguarding and Child Protection Policy
CSC Health and Safety Policy
CSC Attendance Policy

DOCUMENT CONTROL		
Drafted	September 2022	By School Principal; Cambridge officer
Approved	September 2022	By Foundation Director
Reviewed on	September 2026	
Review time	yearly	