



# DUBAI GEM PRIVATE SCHOOL

STRIVE FOR EXCELLENCE



## Visitor Guidelines

## **Introduction:**

Dubai Gem Private School seeks to provide an open and friendly learning environment, which values and encourages visitors to the school. At the same time, the school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect and preserve the school's facilities and resources from misuse or vandalism.

School administration must know at all times who is on campus and reserves the right to refuse entry to any visitor.

## **Aims:**

The aim of this policy is to provide guidelines for all visitors to the school and in so doing:

- ❖ Provide a safe and secure environment for our students and staff.
- ❖ Establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the school.

## **Closed Campus**

All students are required to remain on school premises during the regularly scheduled school day, including the break. It is unlawful for anyone to take a student away from school during the regular school day without first obtaining proper permission from a designated school official –

- Foundation & KS1 – Kiran Vasandani
- Primary (KS2) – Althea Henderson
- Secondary – Pavitra Shivkumar

## **Parents as Visitors**

- Parents wishing to meet with teachers during the course of the school day are encouraged to make arrangements in advance with Rasha (Primary school) or Coral/Shabeetha (Secondary school) on the school number 04 3376661.

- Parents who visit the premises during the school day to collect students for external appointments are asked to report to the office/reception on arrival.
- Parents who wish to take the student for any external appointments must notify school by email, send a note to the KSL or call the school admin well in advance, so that the students can be informed about the pickup time. (This will avoid waiting time for the parents while the student is located and brought to the reception area)
- If a parent sends a driver/relative to pick up the student, his/her name must be mentioned in the mail/note. (Preferably they must carry a photo ID for verification.)

### **Visitor Protocol and Procedures:**

All visitors and school staff must comply with the following procedures regarding school visits:

- ❖ All visitors must report to the security station at Gate 2.
- ❖ All visitors to show proper identification at the gate. Identification includes a driver's license or other government-issued personal identification card.
- ❖ All visitors must sign the school security visitor's log. The log shall have appropriate columns so that visitors can provide their name, agency/office, purpose of visit or person they are visiting and times of entry and departure.
- ❖ Visitors must follow the instructions provided to them at the security station.
- ❖ The scope and duration of the visit will correspond with the purpose of the visit.
- ❖ Visitors will then be directed to the Reception where the Receptionist will contact the person they have come to meet.
- ❖ The visitor is not allowed to move about the site
- ❖ All visitors must sign out on the visitor's log prior to exiting the building.
- ❖ All staff members shall relay concerns regarding the presence or conduct of visitors to school security or the principal immediately so that further appropriate action may be taken.

- ❖ In case of a fire drill or any emergency evacuation, visitors are requested to report to the reception immediately.

### **Drop off and Pick up:**

- Parents and care providers are requested to comply with drop off and pick up arrangements in the morning and afternoon as impromptu meeting with the staff during these times is disruptive to the class routine and safety of the students.
- Students must be dropped off and picked up from locations communicated based on the protocols being followed.
- Parents / guardians collecting their students from FS1 and FS2 at 1:00 pm are requested to wait at the designated area. Please refrain from disturbing teachers and students in other year levels during this time.

### **Type of visitors:**

Visitors to the school may include, but are not limited to:

1. Department of Education Officials
2. Guest Speakers
3. Paid coaches and instructors
4. Volunteers (parents, coaches, etc.)
5. Contractors / Trades people (after 3pm unless there is an emergency)
6. Couriers
7. Salespeople (after 3pm)
8. School Photographers
9. Prospective parents and employees

These visitors should be managed by school staff and their access to areas and movement within the school should be restricted as required.

Visitors should be:

- ❖ Met/directed by school staff/representatives.
- ❖ Signed in and out of the school by school staff.

- ❖ If appropriate, be given restricted access to only specific areas of the school.
- ❖ Where possible, escorted by a member of staff/representative.
- ❖ Clearly identified with visitor/contractor passes.
- ❖ Access to pupils restricted to the purpose of their visit.
- ❖ Delivering goods or carrying out building/maintenance or repair tasks should be done after the students have left the campus at the end of a school day. (Unless it is an emergency)

**The Principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.**

## **Staff Development**

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

**Reviewed: September 2023**