



School Visitors Policy and Procedures

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Policy Statement

AFIA extends a warm, friendly, and professional welcome to all visitors, regardless of the purpose of their visit. We are committed to ensuring that every guest feels valued and respected while maintaining a safe and secure environment for our students and staff. Our dedicated team is here to assist visitors and provide any necessary information or support to make their experience at AFIA positive and productive.

The school has a legal and moral duty of care to ensure the health, safety, security, and well-being of all pupils and staff. This duty extends to safeguarding every pupil from any form of harm, abuse, neglect, or nuisance. All staff members share the responsibility to uphold this duty, ensuring it remains uncompromised at all times.

To fulfill this obligation, the school implements robust policies, clear procedures, and regular training to equip staff with the knowledge and tools to identify and respond to potential risks. By fostering a culture of vigilance, respect, and accountability, we are committed to creating a safe, supportive, and nurturing environment for every member of our school community.

Policy aims:

In performing this duty, AFIA 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 to do so may result in the visitor's escorted departure from the school site.

All visitors must comply with the Health and Safety requirements applicable. They must follow the guidelines from school staff/security as needed in the best interests of everyone's health and safety.

Policy Responsibility

The Student Affairs Officer and Health & Safety officer are the members of staff responsible for implementation, coordination and review of this policy. They will also be responsible for liaising with the school's security staff, SLT and Child Protection Officer as appropriate. Any breaches of this procedure must be reported to the Director immediately.

To safeguard all students, it is the responsibility of the school administration to safeguard students during school hours and during after school hours activities which are arranged by the school. The aim is to ensure that students at AFIA, can learn and enjoy extra-curricular experiences, 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, 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 (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:



1. All staff employed by the school.
2. All external visitors entering the school site during the school day or for after school activities.
3. Volunteers
4. Governing Body
5. All parents and volunteers.
6. All pupils.
7. Other Education related personnel (Advisors, Inspectors)
8. Building & Maintenance and all other independent contractors visiting the school premises

Protocol and Procedures

All visitors to the school must bring formal identification with them at the time of their visit. They must follow the procedure below:

- All visitors must register at the reception and obtain a visitor's badge after handing in a personal identity card, explaining who they are and the purpose of their visit.
- They must wear visitor lanyard, visible when entering the school.
- No visitor is permitted to enter the school via any other entrance under any circumstances.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception.
- Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- The visitor must not be allowed to move about the site unaccompanied.

