



Matrix Global Schools

School Visitor Policy And Procedure



SCHOOL VISITOR POLICY AND PROCEDURE

MATRIX GLOBAL SCHOOL (MGS)

1. POLICY STATEMENT

MGS assures that all visitors will be treated in a warmly, professional and friendly manner, whatever the purpose of their visit.

MGS has the legal duty of the care for the security, safety and health of the students and staff. It's the duty to safeguard all students from any form of harm, nuisance and abuse. It is the responsibility of MGS and staff to ensure that this duty is uncompromised at all times.

MGS therefore requires that **ALL VISITORS** comply with the following policy and procedure. Failure to do so may result in the visitor's being escorted from the school site.

2. RESPONSIBILITY

The Facilities Manager will be responsible to implement, coordinate and review the policy in discussion with the Human Resource & Administration Manager. The person will also be responsible for liaising with the Security booth and reception staff.

3. OBJECTIVE

- To have a clear procedure for the admittance of external visitors to the school which is understood by all staff, visitors and parents.
- To safeguard all students during school hours and out of school hours' activities which are arranged by MGS.

4. WHOM DOES THE POLICY APPLIES

The policy applies to :-

- All students.
- All staff employees by MGS.
- All external visitors entering the school during school days and after school activities.
- All parents.

- All volunteers.
- Contractors visiting or doing work at the school premises.
- Contractors transporting students on buses or taxi.

5. PROCEDURES FOR VISITORS TO MGS

Visitors must provide formal identification with them at the time of visit.

The procedures are as follows :-

- All visitors must report to the Security booth and no visitors is permitted to enter the school via any entrance.
- At the Security booth, visitors must state the purpose of their visit and the person invited them. Visitors must produce formal identification upon request by the Security Guard on duty.
- Visitors information will be recorded in the Visitor's Book and will be assigned a Visitor's Badge which must be worn and visible at all times.
- The Security Guard will also take note of the vehicle registration number and vehicle movement (time-in and time-out).
- Visitors will be directed and/or escorted to the Reception area to meet their point of contact. Visitors are not allowed to move about outside the Reception area.
- For Contractors doing work at the school premises, the Security will escort them to the point of contact.

6. FREQUENT VISITOR TO MGS

MGS will hold an approved visitors list who frequent to the school, i.e. parents and regular contractor.

Frequent visitors must follow the same procedure as item 5 above, except for parents whom are dropping-off and picking-up their children. Teachers on duty must ensure that the students are being fetch by their parents or by designated buses, taxi and transportation.

7. VISITORS DEPARTURE FROM SCHOOL

- The contact person should escort the visitor to the reception area.
- Visitor to return the Visitor's badge to the security booth.
- Security guard should record the departure time in their log book.

8. BREACHING RULES

- Staff must notify the front office reception or the security guards on duty of any unusual or suspicious behavior by visitor or others.
- Any individual who disrupts the educational environment, acts in a disorderly manner, damages school property or violates the school rules, will be asked to leave the premises and school compound immediately and the Facilities Manager and the Human Resource & Administration Manager will be informed promptly.
- The Facilities Manager or the Human Resources Manager & Administration Manager will consider the circumstances and will decide to inform the police if situation becomes aggressive and abusive.

9. VOLUNTEERS TO MGS

New and existing volunteers must comply with this policy as per item 5 above.

10. NEW STAFF INDUCTION PROGRAM

New staff will be briefed with this policy and to ensure compliance with its procedure at all times.

11. LINKED POLICY

This policy and procedure is linked with other related school policies including :-

- i. Health & Safety Policy

Approved on : July 2017

Approved by : AC Members

To be reviewed on : July 2019

To be Approved by : AC Members