Visitors Policy and Procedure

Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Introduction

International Community School (ICS) is deeply committed to safeguarding and promoting the welfare of all students. This commitment is rooted in the belief that all children have the right to grow up in a safe environment, free from harm, exploitation, and abuse. This Safeguarding Policy outlines the responsibilities, procedures, and actions required to protect students at ICS from harm, ensuring their physical, emotional, and psychological well-being. The policy is aligned with ADEK guidelines and UAE law and is integral to the school's mission of providing a secure and supportive learning environment.

Purpose

The purpose of this policy is to:

- To manage all visitors to the school in a way that maintains the safety and security of students, staff, and premises.
- To ensure that all visitors are appropriately identified and their presence is recorded.
- To reinforce safeguarding practices by preventing unauthorized access to students.
- To ensure all visitors are aware of and comply with school policies during their visit.

Scope

This policy applies to all external individuals entering the school premises, including:

- Parents and guardians
- Inspectors and regulatory officials
- Contractors and service providers
- Volunteers
- Delivery personnel
- Any other non-staff individuals

The policy covers all school-related activities, including those that occur off-campus, such as field trips, sports events, and any other extracurricular activities organized by the school.

Legal Framework

This procedure aligns with the following UAE laws and regulatory guidelines to ensure student safety and orderly school operations:

This procedure is informed by the following legislation and guidance:

- UAE Federal Law No. 3 of 2016 – Child Rights Law (Wadeema's Law)
- ADEK Private Schools Policy and Guidance Manual

- Ministry of Education guidelines on student safeguarding
- KHDA and ADEK health, safety, and safeguarding compliance frameworks
- School's Duty of Care obligations under UAE labour and civil law

Definitions

- **Visitor**: Any person who is not employed by the school but enters the premises for a specific purpose.
- **Contractor**: An external service provider conducting work or maintenance on school grounds.
- **Volunteer**: An individual offering services without pay, who may engage with students or support school activities.
- **DSL (Designated Safeguarding Lead)**: The staff member responsible for safeguarding and child protection procedures.
- **Identification**: An official document (e.g., Emirates ID, passport, driver's license) used to verify the identity of a visitor.

Policy Statement
The school is committed to safeguarding and promoting the welfare of all children. As part of this commitment, clear procedures are in place to ensure all visitors are identified, supervised (if necessary), and aware of their responsibilities while on site.

Procedures

- All visitors must report to the main reception upon arrival.
- Visitors must sign in using the school's visitor management system or logbook.
- Valid identification must be presented upon arrival.
- A visitor badge will be issued and must be worn and visible at all times.
- Visitors will be informed of safeguarding expectations and site safety procedures.
- Unless previously approved, visitors must be accompanied by a member of staff at all times.
- Visitors are not permitted to take photographs, videos, or have unsupervised contact with students.
- Upon leaving, visitors must sign out and return their visitor badge.

Roles and Responsibilities

- **Reception Staff**:
    - Verify identification
    - Ensure visitors sign in
    - Issue badges

- Communicate key safeguarding and safety information

- **Designated Safeguarding Lead (DSL)**:
  - Ensure all safeguarding procedures are followed
  - Act as point of contact for any concerns involving visitors

- **All Staff**:
  - Monitor visitor conduct
  - Report concerns or unauthorized individuals

- **Visitors**:
  - Follow all instructions and safeguarding policies while on site

Monitoring and Review

- This procedure will be reviewed annually or earlier if needed.
- Reviews will be conducted by the Safeguarding Team and the Senior Leadership Team.

Linked Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Staff Code of Conduct
- Arrival and Dismissal Procedure
- Emergency Evacuation Policy
- Use of Photographs and Video Policy