

Pakistan Islamia Higher Secondary School Sharjah



Entrance and Visitor Policy (2024-2025)



A Warm, Friendly, and Professional Welcome

Policy Statement

PIHSS welcomes an increasing number of visitors every year. We welcome our community warmly considering them an important part of our educational process. However, it is our school's responsibility to ensure that the security and well-being of our pupils are uncompromised at all times. The school has a legal duty of care for the health, safety, and well-being of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. The School therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures.

Expectations of the Policy from:

- ❖ All teaching and non-teaching staff
- ❖ The visitors who are outsiders to the organization
- ❖ External tutors, coaches, or professional trainers
- ❖ All parents and guardians
- ❖ All students belonging to any age group
- ❖ School governing body
- ❖ External inspectors or health care professionals
- ❖ School contractors or building maintenance crew

Purpose

The purpose of this policy is to safeguard all learners whilst they are on the premises and when on offsite educational visits, where a visitor may be in attendance. It is important to have in place clear procedures for admittance of visitors to the school which are understood by all staff, visitors and parents/carers and conforms to safeguarding and child protection guidance.

Organizational Objectives in Policy

- ❖ To place a clear protocol and procedure for the admittance of external visitors
- ❖ To ensure staff, students, parents, and external visitors understand the policy and protocol and follow safety guidelines
- ❖ To regulate and restrict access to sensitive or secured areas within the premises
- ❖ To ensure transparency and accountability regarding individuals present in the facility
- ❖ To minimize disruption to bus academic activities caused by unmonitored or unexpected visitors
- ❖ To prevent unauthorized access that may lead to espionage, sabotage, or other illicit activities
- ❖ To manage visitor flow efficiently while ensuring a professional environment
- ❖

Organizational Responsibilities

The school leadership team will ensure to perform the following roles:

The Principal and the SLT team will:

- ✓ Ensure that all staff are aware of and follow the procedures contained within this policy
- ✓ Work with external agencies to promote the welfare of children and protect them from harm
- ✓ Allow access to only those visitors who wear visitor passes and give their initials at the gate along with time-in and time-out
- ✓ Ensure that visitors are welcomed within the academy and able to contribute fully to the lives of its students
- ✓ Ensure that the policy is publicly available
- ✓ Ensure that staff are trained to understand the contents of this policy and understand what to do if an external agent visits the school

Procedure for Unknown Visitors or Unplanned Visits

Visitor Pass	Any visitor to the school site who is not wearing an identity card or visitor pass should be challenged politely to enquire who they are and their business at the school
Visitor Record Book	They should then be escorted to the school office/reception to sign the Visitors' Record Book and be issued with an identity badge.
Action in case of non-compliance by the visitor	If the visitor refuses to comply, they should be asked to leave the site immediately and the section heads of admin officer should be informed promptly

Uninvited visitor	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
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PIHSS Visitor Procedures

To ensure the safety of our students, staff, and workers, PIHSS-SHJ introduced the following visitor policy in alignment with all measures and guidelines stated by SPEA and government regulators.

- ❖ All visitors to the school are to enter via the main entrance of Gate 1 and sign-in at the school entrance
- ❖ All visitors will hand over their Emirates ID to Security and must wear a Visitor pass issued to him/her when they are inside the school
- ❖ The visitor Pass will be returned to Security after completing the visit
- ❖ The Security will enter the In and Out time in a register.
- ❖ Any unauthorized person on school property will be challenged by staff and will be asked to leave the school campus by security
- ❖ All visitors are expected to exercise good conduct whilst on school property and any additional rules or regulations imposed by the local authorities in Sharjah
- ❖ Visitors attending school functions that are open to the public, such as parent-teacher meetings, school events, or Sports activities, are not required to sign in but will be directed to the event venue

Linked Policies

This policy and procedures should be read in conjunction with other related school policies, including:

- ❖ Child Protection Policy
- ❖ Confidentiality Policy
- ❖ Health and Safety Policy