



Beaconhouse Private School Al Ain

Visitors Policy and Procedures 2025-2026

(Reviewed in August 2025)

Reviewed by:	SLT
Review Date:	August 2025
Next Review Date:	June 2026
SLT's Signature:	<i>Yahseen</i> M88Shark
Principal's Signature:	<i>[Signature]</i>
Board Governor's Signature:	<i>[Signature]</i>



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The **Beaconhouse Private school** Al Ain assures all visitors a warm, friendly, and professional welcome to the BPS, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from subjection to any form of harm, abuse, or nuisance. It is the responsibility of the staff to ensure that this duty is always uncompromised.

In performing this duty, The BPS 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.

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

1. Policy Responsibility

The BPS administration is responsible for implementation, coordination, and review of this policy. All breaches of this procedure must be reported to the HSE Officer.

2. Aim

To safeguard all children under this school's responsibility both during school hours' curriculum and out of school hours' activities which are arranged by the school. The aim is to ensure that students at the BPS, can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

3. 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.

4. 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 at school organized (and supervised) off-site activities.

The policy applies to:

All staff employed by the school.

- All external visitors enter the school site during the school day or for after school activities. (including sports coaches, and visitors).
- All members of the school.
- All parents and volunteers
- All pupils
- Other Education related personnel (Advisors, Inspectors)
- Building & Maintenance and all other independent contractors visit the school premises.

5. Protocol and Procedures

Visitors to the School

All visitors to the school must bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- All visitors must register at the gate and obtain a visitor's badge after handing in a personal photo identity card, explaining who they are and the purpose of their visit.
- Parents must wear blue lanyard, visible when entering the school. Parents without the blue lanyard will be asked to sign in as a visitor and must surrender their ID to receive a visitor's badge.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is always kept in the security office making notes of their name, organization, who they are visiting, and their car registration number.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- 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 unless they are registered on the Approved Visitor List.