



## SCHOOL VISITING PROCEDURES

**The Philippine School** seeks to ensure, as far as reasonably practicable, the security and safety of all employees, students, visitors, contractors while within or situated on the school premises. Fellows, Staff, Students, Visitors and Contractors, whilst within, or situated on, College premises. The security guard on duty and designated school staff are responsible for the effective operation and enforcement of the school's Safety and Security Policy and its procedures. Responsibility for security and personal safety rests on all persons who study, work or visit the school. All members of the TPS community, visitors, guests and contractors should assist and take an active part in order to ensure the success of this Policy.

The control of visitors is a fundamental part of our schools security policy for the safeguarding of both people and property.

### Our Policy

- All visitors must report to the security desk on arrival.
- All visitors will be asked to show and surrender a valid ID with photo (preferably Emirates ID).
- All visitors are issued with a badge to be worn at all times. This includes parents, visitors, contractors and any other person who is not an employee of the school.

### Transactions that can be made

- Payment (Cashier)
  - Reservation/Enrolment (Registrar)
  - Academic (Vice Principal or Principal)
  - Clinic (Security Guard will first verify the transaction.)
  - Fetching Student/Early Dismissal (Reception)
- Visitors are not allowed to go to the classrooms in order not to disrupt any learning/activity time. All transactions related to academic must be dealt first in the Office of the Vice Principal/Principal. They will also be advised to leave the school premises right away as soon as their transaction is done.
- Any school staff can approach/challenge unaccompanied visitors who are found to be roaming or staying in the premises. Any refusal will be reported immediately to the Principal. Any aggression will be reported to the police.
- Visitors must not remove any items of school property without the permission of a school staff.
- For their own safety, the school's health and safety procedures will be printed at the back of the visitor's pass.
- Parents must give permission in writing or verbally if they can be recognized and verified as legitimate, for any other person to collect pupils leaving school during the day. This person must be able to produce photographic ID so that their identity can be verified. No pupil is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the administrative office. The departure and return of pupils is logged by office staff and security personnel.
- Visitors who are not in the prescribed dress code will not be allowed to enter the school.
- After any transaction, the visitor must surrender the visitor's pass before getting their ID.

