



Al Basma British School

SCHOOL VISITOR'S POLICY

Purpose

1. To regulate and comply with Student Safety regarding visitors to the school.
2. To subject all visitors to the visitation rules of the school.

Visitors

1. All visitors must report to the security personnel at the main entrance and hand over their Emirates ID or Driving License before receiving a visitor's tag.
2. They must also sign the visitor's register.
3. Visitor tags must be displayed by all visitors, and handed back when leaving.
4. All visitors must report to the school Reception desk and state their business.
5. No visitor is allowed to go directly to the admin offices without permission.
6. No visitor is allowed inside the academic area without being escorted by a member of staff for their entire stay
7. Official visitors who will be interacting with children must have ADEK approval as per the guidance provided by ADEK. This will be sort in advance of any planned visit.

Reviewed By:	Approved By:
Shibil bin Usman	Sharon Davis
Health & Safety Officer	Principal
Signature: 	Signature: 
Review Date	02 September 2025
Next Review Date	01 September 2026