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# MIS Visitors to School Policy



2023-2024

As a part of Myanmar International School's (MIS) commitment to child protection and safeguarding of its community as a whole, this policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school. It aims;

- To prevent unauthorised persons from entering school.
- To make visitors welcome.
- To ensure that visitors are monitored and checked.
- To monitor visitors carefully during their time in school.
- To be able to account for and locate visitors at all times.

## Strategies

- Visitors should book an appointment by phoning the School telephone number.
- Visitors will sign in, at the Security desk at the front gate, on the visitor list and sign out as they leave.
- Each visitor will be given an identification to be kept with them at all times the visitor is present in school and ID's must be accounted for before the visitor leaves.
- All visitors will report to the school reception desk where they will be welcomed and asked for their details and for the name of the person they need to see.
- **Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.**
- Visitors will be accompanied or supervised during the whole of their time in school.
- Visitors must wear appropriate clothing when entering the school. They must not wear anything that may cause offence or be deemed inappropriate.
- All non-essential entry into the school premises may be suspended during times of heightened risk, such as political protests, waves of Covid-19.
- The leadership team/office staff will be responsible for workmen/women and trades people during their time in school. They must show proof of identity to the leadership team/office staff if they are not already known to him/her. He/she will alert staff of their presence.
- The leadership team must be informed immediately if members of the police, fire service, local authority or other official bodies arrive at school unexpectedly.
- Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
- If any visitor behaves in an unacceptable or threatening manner they should be required to leave the premises immediately or removed from any possibility of them harming children or staff, if appropriate the police should be called.

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Staff who are responsible for visitors and volunteers must ensure that school policies are followed throughout their visit, and that volunteers will not have unsupervised access to children at any time.

Prepared by	Approved by	Review + revised by	Next review
CEO			August 2025