



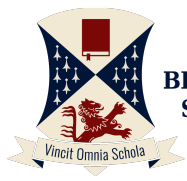
British International School of Timișoara

We Provide the Foundation on Which Our Children Can Flourish

School Policies

Visitors Policy

Approved by:	Head of School	September 2020
Last reviewed on:	School Leadership Team	June 2022
Next reviewed by:	School Leadership Team	June 2023



General

The British International School of Timisoara (BIST) is an international coeducational private school following a British-based curriculum and accepting children aged between 4 and 18.

The British International School of Timisoara offers its students an international experience through a British-based curriculum adhering to the guidelines of the Council of British International Schools, Cambridge Assessment International Education and IB World Schools organization. Our qualified, internationally-experienced and dynamic educators will teach all subjects in English, with the exception of the lessons of Romanian, which are taught by qualified and engaging local teachers.

Our Vision

*We provide the Foundation on which our Children can Flourish
Inspiring our students to Learn and Live with Purpose*

Our Mission

Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development

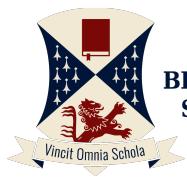
Our Core Values

*We Think, We Explore and We Learn
We Listen, We Respect and We Care
We Speak Up, We Participate and We Strive*

It is fundamentally important for us to underline our vision and mission, and state that these are the values that we will promote within our school programmes. These are the values that will be embedded within the routine of our school, in and outside the classroom. It is equally important for all the members of our community to understand that we are all accountable for our own actions and we must do our best to follow these values which are in place to ensure a safe, friendly and happy environment for all the members of the BIST community.

Introduction

At the British International School of Timisoara, the safety of our students and staff is paramount. Our school strives to provide a safe and caring environment in which students feel safe and secure, enabling them to maximise learning opportunities and develop positive and healthy behaviours and emotions.



Visitor Policy

Purpose

The purpose of this policy is to assure all visitors receive a warm, friendly, and professional welcome to the British International School of Timisoara, whatever the purpose of their visit.

The School has a 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. It is the responsibility of the Senior Leadership Team, with the support of all staff, to ensure that this duty is carried out, uncompromised at all times.

In performing this duty, the school recognises that there can be no complacency where child protection and safeguarding procedures are concerned. BIST therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in visitors being escorted from the school campus.

Overview

This policy sets out clear protocols and procedures in place for the admittance of external visitors to the school which is understood by all staff, students, parents, and visitors, in accordance with the recommended child protection and safeguarding guidelines.

One of the key aims of this policy is to ensure British International School of Timisoara students can learn and enjoy extra-curricular experiences in a safe environment.

To whom the policy applies

This policy applies to ALL visitors, defined as all people other than current staff members, students, and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

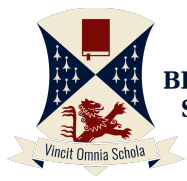
The policy applies to:

- All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, volunteers, and topic related visitors: e.g. authors, journalists, musicians, and artists, etc.)
- All parents seeking entry to the school site beyond the parent waiting area
- Other education related personnel (advisors, inspectors, health professionals)
- Building & maintenance and all other independent contractors visiting the school premise

Protocol and Procedures

Visitors Invited to the School

- Before a visitor is invited to the school the relevant Head of School should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of visit. Permission must be granted by a member of the Senior Leadership Team before a visitor is invited into school.
- When inviting visitors to the school, the office should first be informed. The office will then inform the guards.



Visitors should be asked to bring formal photo identification with them at the time of their visit and be informed of the procedure for visitors, as set out below:

- All visitors, including volunteers, should ensure they are healthy with no signs of symptoms of illness or illness symptoms prior to visiting BIST
- All visitors must enter by the main entrance
- Gate guards should be aware of the arrival of all visitors. Visitors must present formal photo identification at the point of entry.
- The visitors should then be accompanied to the school office area and handed over to the admin staff.
- Visitors will be asked to complete the **Visitors Record Book** stating the purpose of their visit and who has invited them. Entry time should be recorded by the gate guard.
- The point of contact will be asked to come to the parent/visitor waiting area to receive the visitor.
- Visitors will be given a **Visitor Identification Badge**, which must be worn and visible at all times.
- The contact will be responsible for the visitor while they are on site.
- Volunteers who visit the school on a regular basis will be required to complete an appropriate police check to confirm they are able to work with children.
- On departing the school, visitors should leave via the main gate signing out with the time recorded by the gate guard, returning their visitor badge prior to exiting.

Unknown/Uninvited Visitors to the School

- All persons intending to visit BIST should contact the school office prior to arrival to confirm the purpose of their visit.
- Any member of staff who has confirmed a meeting with a parent or member of the general public for purposes relating to school, should contact the school office to confirm the expected time of arrival of the visitor and purpose of the visit. The office will then in turn inform reception and the front gate.
- In situations where a person arrives at the front gate unannounced, the front gate will contact the office, informing the staff who is at the gate and the purpose of their visit. The office will then inform the relevant staff member and if possible, will confirm that the gate guard can admit the visitor to wait in the at the entrance gate for the relevant person to arrive.
- The visitor should then be accompanied to the office area and handed over to the admin staff.
- Visitors will be asked to complete the **Visitors Record Book** stating the purpose of their visit and who has invited them. Entry time should be recorded by the gate guard.
- The point of contact will be asked to come to the parent/visitor waiting area to receive the visitor.
- Visitors will be given a **Visitor Identification Badge**, which must be worn and visible at all times.
- Any visitor to the school site not wearing an identity badge should be approached politely to enquire who they are and their business on the school site
- The procedures for invited visitors then apply
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head of School/SLT member should be informed promptly
- The Head of School/SLT member will consider the situation and decide if it is necessary to inform the police



- 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.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be invited back to the school in future.