#### ONE INTERNATIONAL SCHOOL VISITORS POLICY

Visitors are very welcome to our school, however it is ONE International School’s responsibility to ensure that the security and well-being of our pupils is not compromised at any time.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to ‘safeguard’ all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Owners, School Advisors and the Head Teacher to ensure that this duty is implemented at all times. All breaches of this policy must be reported to the Head Teacher.

In performing this duty, the Management Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned.

**WHERE AND TO WHOM THE POLICY APPLIES TO**

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities, and on school organised (and supervised) off-site activities.

The policy applies to:

* All teaching and non-teaching staff employed by the school
* All external visitors entering the school site during the school day or for after school activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
* All owners and advisors of the school
* All parents (including parent helpers)
* All pupils
* Other education related personnel (Inspectors, health care professionals)
* Buildings and Maintenance staff and/or outside Contractors

**VISITOR PROCEDURES**

To ensure that we are protecting our children and following ‘Safeguarding’ guidelines the following procedures must be followed at all times:

* All visitors (including contractors) must only enter and leave the school via the main reception area
* All visitors (including contractors) to school must report to Reception and complete the requested sign in procedures.  They will then be welcomed in by reception staff or the school administrator and given a school Visitors Badge.
* All visitors must be issued with a copy of the school ‘Visitors Code of Conduct’.
* Regular visitors to school and those working directly with students (those who will be left unaccompanied) will have had to complete all the necessary ‘Safeguarding’ checks and training, they will then be recorded on the school Central Tracking Record.  Staff must check with Ms. Annabel Merto (or the Head Teacher – Miss Jennifer Hoggard) that the necessary checks and training have been completed, if they have a visitor in the above category.
* Only visitors to school who have undergone all safeguarding checks and training are recorded on the school central tracking record can be left unaccompanied, at any time (these persons will be issued with personalised school ID badges.)  A member of staff must accompany all other visitors, at all times. Visitors in this category will be issued with a standard visitor badge.
* Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Head Teacher must give permission before any such visit takes place.

**VISITOR CODE OF CONDUCT**

This Code of Conduct applies to all visitors to school such as external speakers, contractors, volunteers and so on.

* All visitors to school are responsible for their own actions and behaviour and should avoid any conduct, which would lead a reasonable person to question their motivation or intentions.  They must act and be seen to act in an open and transparent way.
* Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
* Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies
* All visitors must follow the school Health and Safety procedures (emergency evacuation procedures are highlighted and discussed (on doors of every classroom).
* During the course of a visit to school, visitors may become aware of confidential information concerning students and staff.  All such information must be treated as strictly confidential and a breach of such confidences will be regarded as serious misconduct.
* Any breach of confidentiality associated with the terms of the Philippines Data Protection Act 2012 could result in being asked to leave or disciplinary action within the school, where employment is in place.
* Individuals must not reveal to anybody outside school, personal information they learn in the course of their work or visit.
* Whilst an authorised visit is underway, photos may not be taken which include any of those staff or children present unless specific permission has been sought and given by the Head Teacher. Any person photographing the children with any device where permission has not been granted will immediately be asked to delete their photos in front of staff and then will be asked to leave the premises.

This policy is designed to ensure the safety of all participants and to reduce disruption to carefully planned classes