



مدرسة ايليت الانجليزية ش.ذ.م.م
Elite English School L.L.C

Visitors Policy and Procedure

Governing Authorities:

Knowledge and Human Development Authority (KHDA)
Ministry of Education (MOE), United Arab Emirates

Review Cycle: Yearly

Last Review: February 2026

Next Review: February 2027

1. Vision and Mission

Our Vision

To create proactive and thinking achievers who leave a positive impact on everything they touch.

Our Mission

To enable all **Elitians** to:

- **Aspire:** Cultivate leadership qualities in every learner.
- **Innovate:** Foster creativity and inquiry through a dynamic pedagogy.
- **Value:** Build inclusivity and celebrate uniqueness in every child.

This Visitors Policy supports the School's vision and mission by ensuring a safe, respectful, and well-regulated environment where learning, leadership, and wellbeing can flourish.

2. Introduction

Elite English School Dubai is fully committed to safeguarding and promoting the welfare of all students, staff, and members of the school community. We recognize that maintaining a secure environment is fundamental to enabling students to thrive academically, socially, and emotionally.

This Visitors Policy outlines the procedures and expectations for all visitors entering the school premises. It ensures that access to the site is appropriately controlled, monitored, and aligned with safeguarding best practice, KHDA requirements, and UAE legislation.

3. Purpose

The purpose of this policy is to:

- Maintain the safety and security of students, staff, and school premises.
 - Ensure all visitors are clearly identified and their presence is formally recorded.
 - Prevent unauthorized access to students and learning areas.
 - Reinforce safeguarding responsibilities across the school.
 - Ensure visitors understand and comply with school expectations while on site.
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4. Scope

This policy applies to **all non-school employees** entering Elite English School Dubai, including but not limited to:

- Parents and guardians
- KHDA and Ministry of Education officials
- Inspectors and regulatory representatives from Government departments
- Members of the healthcare
- Contractors and maintenance personnel
- Service providers
- Volunteers
- Delivery personnel
- Visitors attending meetings, events, or activities

This policy also applies to off-site school activities such as:

- Educational visits and field trips
- Sporting fixtures
- Competitions
- Extracurricular and enrichment activities

5. Legal and Regulatory Framework

This policy is aligned with the following UAE legislation and regulatory guidance:

- **Ministry of Education (MOE) safeguarding guidelines**
 - **KHDA inspection and compliance frameworks**
 - **School safeguarding, health and safety, and child protection policies**
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6. Definitions

- **Visitor:** Any individual who is not employed by the school and enters the premises for a specific purpose.
 - **Contractor:** An external service provider carrying out work or maintenance on site.
 - **Volunteer:** An individual offering support without payment who may engage with students under supervision.
 - **DSL (Designated Safeguarding Lead):** The senior staff member responsible for safeguarding and child protection.
 - **Identification:** Official documentation such as Emirates ID, passport, or driver's licence used to verify identity.
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7. Policy Statement

Elite English School Dubai is committed to safeguarding and promoting the welfare of all children. The School operates strict visitor management procedures to ensure that all visitors:

- Are identifiable at all times
- Understand safeguarding expectations
- Are supervised where necessary
- Conduct themselves in a manner that protects students' safety, dignity, and wellbeing

No visitor is permitted unsupervised access to students unless prior approval has been granted by the School Leadership and safeguarding checks have been completed where required.

8. Visitors Procedures

8.1 Arrival at School

All visitors must:

- Report to the main reception upon arrival
- Present valid photo identification
- Sign in using the school's visitor management system or logbook
- State the purpose of their visit

8.2 Identification and Badges

- A visitor badge will be issued upon sign-in
- Badges must be worn visibly at all times while on site
- Visitors without visible identification may be challenged by staff

8.3 Safeguarding and Conduct

Visitors will be informed of:

- Safeguarding expectations
- Site safety procedures
- Restricted areas

Visitors must:

- Remain with their designated staff member unless prior approval is granted
- Not have unsupervised contact with students
- Not take photographs, videos, or audio recordings
- Not access classrooms or learning spaces without permission

8.4 Departure

Upon leaving the school, visitors must:

- Sign out at reception
- Return their visitor badge

9. Contractors and Service Providers

- Contractors must report to reception on each visit

- Work should, where possible, be scheduled outside student contact hours
- Contractors must comply with health and safety and safeguarding requirements
- Any contractor working regularly on site may be subject to additional safeguarding checks

For emergency authorities such as Civil Defense, Dubai Municipality, Dubai Health Authority, Dubai Police, and other government officials, entry and exit protocols is subject to the nature of visit

10. Roles and Responsibilities

Reception Staff

- Verify visitor identification
- Ensure all visitors sign in and out
- Issue and collect visitor badges
- Communicate safeguarding and safety information

Designated Safeguarding Lead (DSL)

- Oversee safeguarding compliance
- Act as point of contact for any safeguarding concerns involving visitors
- Ensure procedures align with KHDA and MOE expectations

All Staff

- Remain vigilant regarding unknown or unbadged individuals
- Politely challenge visitors not displaying identification
- Report concerns immediately to the DSL or Senior Leadership Team

Visitors

- Comply fully with school policies and instructions
 - Respect safeguarding expectations
 - Follow health, safety, and behavior guidelines while on site
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11. Monitoring and Review

- This policy will be reviewed annually or earlier if required.

- Reviews will be conducted by the Senior Leadership Team and Safeguarding Team.
- Updates will reflect changes in KHDA guidance, MOE regulations, or UAE legislation.

Elite English School Dubai is committed to creating a secure environment where proactive, confident learners can aspire, innovate, and grow safely.