

OUTSIDE VISITORS POLICY

1.0 Objectives

The objective of this document is to describe the guideline for outside visitors

2.0 Scope

This process applies to GIIS Dubai.

3.0 Policies

Visitor Guidelines: The safety and security of staff and students at GIIS Dubai is of utmost importance. Visitors are very welcome to our school. However, it is our school's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times. School administration must know at all times who is on campus and reserves the right to refuse entry to any visitor.

Closed Campus: All students are required to remain on school grounds during the regularly scheduled school day, including the break. It is unlawful for anyone to take a student away from school during the regular school day without first obtaining proper permission from the respective Section head and the Principal.

Visitor Protocol and Procedures

The following outlines the required protocol for visitors on GIIS School's campus:

- All visitors will enter the school only through the Main Gate. They will be requested to sign the Visitor's Record Book with the Security Guard making note of their name, who they are visiting and deposit an identification document (Emirates ID etc).
- If parents / guardians wish to meet the teacher or other staff of the school at any time they are requested to make a prior appointment with the respective Section Heads.
- All visitors will be required to wear a Visitor badge which must remain visible throughout their visit. This will be provided to them at the gate after signing in.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor.
- The visitor is not allowed to move about the site unaccompanied.

Visitors Departure from the School

- On departing the school, visitors MUST leave via the same gate.
- Enter their departure time in the Visitor's Record Book alongside their arrival entry.
- Return the identification badge to the Security Guard and

- Collect their identification document from the security guard.

Parents and care providers are requested to comply with drop off and pick up arrangements in the morning and afternoon as impromptu meetings with the staff disrupt the class routine and safety of the students.

Students availing school transport shall alight and board at the bus bay area.

Own Transport Students must be dropped off and picked up from the School Main Entrance.

Parents / guardians collecting their students from KG at 12:10 pm are requested to wait at the lobby area. Please refrain from disturbing teachers and students in other grades during this time.

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