SKOLA-KNISJA

Archbishop Pietru Pace Street,
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www.bcjs.edu.mt

VISITORS POLICY

Policy No: BCJS 06/2024

The purpose of this Visitors Policy is to provide a safe and secure environment for all children, staff members and visitors and to ensure the well-being of everyone in the school community.

GUIDELINES

Visitor Categories

a) Authorised Personnel: Individuals with official business at the school, such as service providers and SfCE professionals, must check in at the office and obtain permission before proceeding with their visit.

b) Parents/Guardians: Parents and guardians are welcome to visit the school for various reasons, such as curriculum meetings, school events and other school-related activities. Parents are to check in at the office and await directions from the administration.

c) Community Members

Procedures for the duration of the visit

a) All visitors must enter the school through the main entrance.

b) Visitors must report to the main office upon arrival.

c) Visitors must sign the Visitors' book.

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d) When observing children, visitors will be asked to leave their mobile phone in a safe space.

e) Visitors are to sign out before they leave.

Escort Requirements

a) All visitors, unless otherwise specified by the school administration, must be accompanied by a staff member during their visit.

Scheduled Appointments

a) Although the school adopts an Open-door policy, parents and guardians are encouraged to schedule appointments in advance for meetings with teachers, SLT members, or other school staff.

Unauthorised Access

a) Unauthorised individuals found on school premises without permission will be asked to leave immediately.

b) Any suspicious activity must be reported to the head of school.

Safety and Emergency Procedures

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a) In the event of an emergency, visitors must follow instructions given by school staff and cooperate with emergency response procedures.

Compliance

a) All visitors are expected to comply with the school's policies and regulations.

b) Failure to comply may result in restricted access to the school premises.

Review and Evaluation

This policy will be reviewed annually or as needed, to assess its effectiveness and relevance in meeting the evolving needs of the school community.

Feedback from educators, children, parents and other stakeholders will be considered for potential adjustments to improve the policy.

Implementation

This policy is effective 1st March 2024. All educators are expected to adhere to these guidelines.

By adhering to this Visitors Policy, we aim to create a secure environment within the Bishop's Conservatory Junior School.

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Bishop's Conservatory Junior School

16th February, 2024