



**CREATIVE
BRITISH
SCHOOL**



VISITORS ACCESS CONTROL POLICY

Policy created	September 2025
Policy review date	August 2026

Signed Principal: Ms. Julia Flavin

Date: 5.1.26.

Julie Flavin

1. Introduction

The school is committed to ensuring the safety and security of students, staff, and property. In line with ADEK guidelines, this policy provides clear rules for controlling visitor access to the school premises.

2. Purpose

The purpose of this policy is to:

- Prevent unauthorized entry into the school.
- Ensure all visitors are properly identified, registered, and supervised.
- Protect students and staff from potential risks.
- Maintain a safe and orderly environment.

3. Scope

This policy applies to:

- All external visitors including contractors, suppliers, inspectors, and guests.
- Reception and security staff responsible for managing visitor entry.
- Staff members assigned to escort and supervise visitors.

4. Roles and Responsibilities

- **Principal/Management** – Approves visitor access and ensures compliance.
- **Reception & Security Team** – Manage registration, ID checks, and visitor passes.
- **Staff Escorts** – Supervise visitors and restrict them to approved areas.
- **Visitors** – Comply with all school access control rules.

5. Visitor Access Procedures

5.1 Entry

- All visitors must **enter only through the main reception gate**.
- Visitors must present a **valid photo ID** and state the purpose of their visit.
- Security will **log visitor details** (name, contact, purpose, entry time).
- A **visitor badge** will be issued and must be worn visibly at all times.



5.2 Movement within Premises

- Visitors must remain in **designated areas only**.
- Visitors must be **escorted by an authorised staff member** in case they visit the class room , corridor, IT-server room ,science lab, ICT lab,electrical room with prior permission.

5.3 Exit

- Visitors must **sign out at reception** before leaving.
- Visitor passes must be returned at exit.

6. Restricted Areas

Visitors are **not permitted** in:

- Classrooms
- Science lab
- ICT lab
- Clinic
- IT/server rooms
- Bus arrival and dismissal areas
- Electrical rooms

7. Granting Access to Authorised Personnel

- The school provides authorised personnel (eg: government inspectors) with full access to the premises and relevant resources, as per Federal Decree Law NO.(18) of 2020 Concerning Private Education.
- **Identity verification:** School must verify the identity and purpose of authorised personnel before granting access.
- **Record keeping:** Principal must keep records of all access granted ,including the personnel involved, reports or records accessed and the purpose of access.

8. Enforcement

- Unauthorized visitors or those failing to comply with this policy will be denied entry or escorted off the premises.
- Security incidents involving visitors will be reported immediately to school management