

# IRIS School Visitor Policy

**Effective Date:** October 2024

**Review Date:** October 2025

## 1. Purpose

The purpose of this Visitor Policy is to establish guidelines for all visitors to IRIS School. The policy aims to ensure the safety and security of students, staff, and visitors while promoting a welcoming environment.

## 2. Scope

This policy applies to all visitors, including parents/guardians, volunteers, guest speakers, contractors, and other individuals who wish to enter IRIS School premises during school hours or at any school-sponsored event.

## 3. Definition of Visitors

Visitors are individuals who are not students or staff members of IRIS School. This includes, but is not limited to:

- Parents/guardians
- Family members
- Community members
- Vendors or contractors
- Guest speakers or presenters

## 4. Visitor Procedures

### 1. Check-in Process:

- All visitors must enter through the main entrance and report to the reception or front office upon arrival.
- Visitors are required to sign in and provide a valid form of identification (e.g., driver's license, ID card).

### 2. Visitor Badges:

- Upon check-in, visitors will receive a visitor badge that must be worn at all times while on school premises.
- Visitors must return the badge and sign out before leaving the school.

### 3. Scheduled Visits:

- Visitors (including parents/guardians) are encouraged to schedule appointments in advance whenever possible, especially for meetings with staff members.
- All visits for instructional purposes (e.g., classroom observations) must be pre-approved by the administration.

## **5. Conduct Expectations**

Visitors are expected to:

- Conduct themselves in a respectful manner.
- Follow all school policies and procedures.
- Refrain from engaging in discussions regarding specific students, staff, or any sensitive information.
- Limit their interaction to the areas designated for visitors and the reason for their visit.

## **6. Prohibited Items**

Visitors are not permitted to bring the following into the school:

- Weapons of any kind
- Illegal substances
- Items that may disrupt the school environment or pose a safety risk

## **7. Access Restrictions**

- Certain areas of the school may be off-limits to visitors, such as staff-only zones, classrooms during instruction time (unless pre-approved), and areas where sensitive activities are taking place.
- Visitors may be subject to additional screening or monitoring based on school protocols.

## **8. Emergency Procedures**

In the event of an emergency (e.g., evacuation, lockdown):

- Visitors must adhere to the instructions of school personnel or emergency responders.
- Visitors should familiarize themselves with emergency exits and procedures upon arrival.

## **9. Photography and Video Recording**

No photography or video recording is allowed without prior permission from the school administration, especially in areas where students may be present.

## **10. Non-Compliance**

Failure to adhere to this Visitor Policy may result in the visitor being asked to leave the premises. In serious cases, the school may bar future access.

## **11. Policy Review**

This Visitor Policy will be reviewed annually or as needed based on feedback and changing circumstances. Any updates will be communicated to the school community.

## **12. Contact Information**

For further information regarding this Visitor Policy, please contact: [irischool@gmail.com](mailto:irischool@gmail.com)