



Shrewsbury
International School

PHNOM PENH

SISPP HS02

Visitors Procedure

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Keeping Children Safe

Shrewsbury International School Phnom Penh is committed to providing outstanding care and education to its pupils, safeguarding and promoting the welfare of all children.

Aim

This document includes all visitors to SISPP Early Years site and the policy aims to ensure adequate security for the Early Years pupils and staff and to ensure a professional image is projected to all visitors.

Until further notice, 'Reception' refers to the ground floor space from which a lift is taken from the teaching spaces on 'M' floor.

Procedure for management of visitors:

- No one can enter the school without an appointment (which should be made in advance and on record with Reception).
- All visitors are required to check in and out at the Reception on the ground floor and to sign in with details of their name, organisation, host/destination, car registration and time of arrival/departure.
- The Receptionist will then contact the host.
- Visitors should give their ID card to the security officer and will be provided with an identification badge, which must be displayed by the visitor at all times whilst they remain on the School premises.
- Visitors will be restricted to designated areas in accordance with their business at the School and will not be allowed unsupervised access to pupils.

Visitors should be made aware of these simple safeguarding procedures:

- wear ID/visitors badge at all times.
- only enter areas you have been authorised to enter.
- avoid being alone with children at any time.
- report concerns about a child's safety to a member of staff immediately.
- do not use your phones to take photographs or videos of children without the permission from the school.

Staff expecting a visitor:

If you have a visitor arriving onto the school site please inform the Receptionist ahead of their arrival.

This information will be passed onto the Security team who will then expect the guests and help with entry/parking etc. Please provide the following information to the receptionist:

- Responsible staff (host)
- Expected time of arrival
- Purpose of visit (eg. meeting, delivery, lecture, personal friend)

You can email this information to the receptionist or visit in person.

Designated workers from the Flatiron building management and support team have been identified and should inform reception that they will visit the school.