



AMBASSADOR
Education Group

AEG Visitor Policy and Code of Conduct
UNITY CONCORD INTERNATIONAL SCHOOL (UCIS)

VISITOR POLICY AND CODE OF CONDUCT	Document Number:	EHS-VP-001
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Person Responsible: Head of EHS

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The health, safety and well-being of young people are of paramount importance to all the adults who work at Unity Concord International School (UCIS). Children have the right to protection, regardless of age, gender, culture, sexual orientation, race, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the students, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.

AEG EHS 2023/2024

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1. RESPONSIBILITIES

Designated Safeguarding Lead	Mr. Paul Farran
CPO Kindergarten	Mr. John Conger
CPO Primary	Mr. Sylvain Naud
CPO Secondary	Dr. Glenn Pinder
Chief of Academics Officer	Mrs. Tina Ellingsworth

2. SCOPE

The UCIS community warmly welcomes visitors to our campus.

As part of AEG schools, we have a legal duty of care for the health, safety, security and wellbeing of all students and staff. This incorporates the duty to “safeguard” all students and staff from subjection to any form of harm or abuse. It is the AEG Governing body and the school's Senior Management’s responsibility to ensure that there is no complacency where child protection and safeguarding procedures are concerned. AEG schools therefore require that ALL VISITORS (without exception) comply with the following policy and procedures.

This Policy has been issued:

- To ensure that the students at UCIS can live and work in a safe and secure environment where they are protected, supported and guided both inside and outside of the classroom.
- To ensure that visitors to the school are aware of our policy and expectations with regards to the safeguarding of the students.
- To ensure that all visitors comply with our guidelines.

3. OBJECTIVES

To have in place a clear protocol and procedures to ensure that our school is the safe and secure environment for all our students and staff.

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To ensure visitors, staff, parents, students are aware of and conform to child protection and safeguarding guidelines.

The policy applies to:

- All external visitors entering the UCIS school campus during the schoolday or for after-school activities (including visiting music teachers, sports coaches, activity providers and topic related visitors, e.g. authors, journalists)
- All Governors of the school
- All parents - All students
- Other Education related personnel (Child Psychologists, Inspectors, Book Fair staff)
- Building & Maintenance and all other Independent contractors visiting the school premises

4. PROCEDURE FOR VISITORS (OUTSIDE OF PICK-UP/DROP-OFF TIMES)

All visitors must state the purpose of their visit. They should be ready to produce formal identification upon request.

Formal identification can include: ID card, passport, driving license (copies not accepted), ID documents issued by the Government.

1. Cars arriving at the main security gate are stopped by a barrier unless plate registered
2. Number-plate recognition is run and if this is an unauthorized car (visitor) to school, ID is collected from the driver
3. Security issues an ID Visitor badge (marked visitor) to the driver of the vehicle
4. The visitor is directed to the Administration Building, Director/Principal's office or staff office as appropriate
5. Security will phone Administration or Director/Principals office or staff to announce visitors as necessary
6. Upon arriving at either office the visitor(s) should:
 - Sign-in in the Visitor Book/QR code stating their name, status, purpose of visit and ID badge number. They will receive a visitor badge to display while they are in school.

At the Administration Building these apply to only visitors who don't have UCIS visitor badge with them such as parents and followers.

- At the end of their visit they should sign-out and return their badge

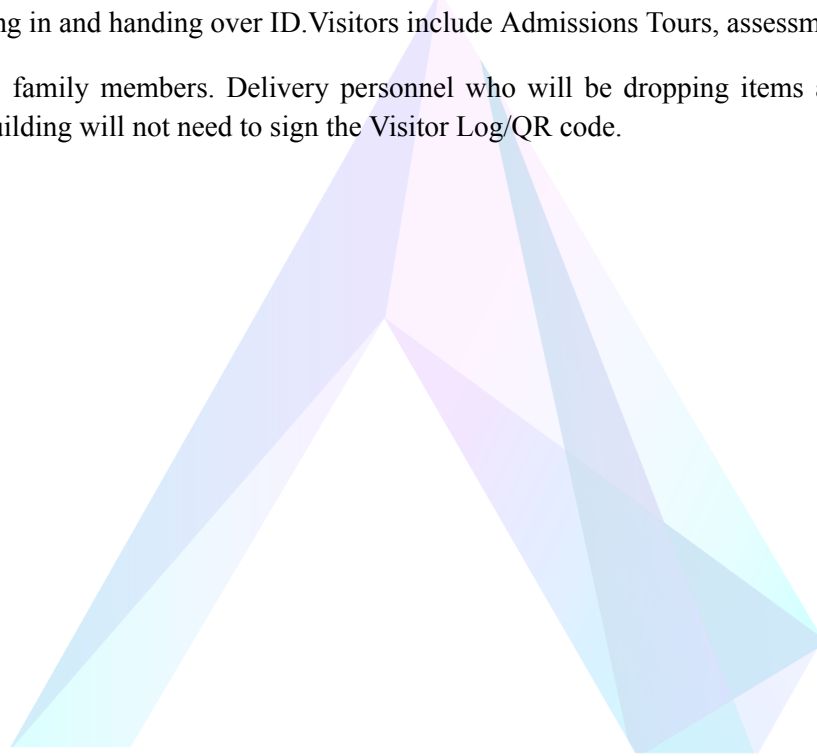
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7. All Visitors must wear their badges in a visible place. No one will be given access to the School academic areas without an identification badge.

Contractor visitors /delivery personnel sign in at the guard house. Contractors will receive a contractor badge after signing in and handing over ID. Visitors include Admissions Tours, assessment groups, other

Heads of school, family members. Delivery personnel who will be dropping items and leaving, unless entering either building will not need to sign the Visitor Log/QR code.



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5. Appendix A - Visitor Guidance

UNITY CONCORD INTERNATIONAL SCHOOL – VISITOR INFORMATION

Always wear your ID badge.



Ensure you are not alone with a child.



Use the designated adult only toilets.



Do not take any photographs or videos of children **without prior consent from the school.**



If you see or hear anything that concerns you, contact a member of staff.



24 HOUR CCTV IN OPERATION
This property is protected by video surveillance.



Thank you for following our Visitor Code of Conduct

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6. Appendix B - Visitor Code of Conduct

AEG VISITOR CODE OF CONDUCT

AEG values and welcomes the rich learning experiences the wider community provides for all of us. The following code outlines the general minimum conduct expectations for ALL visitors to AEG. This code is intended to promote a positive environment which supports our child safeguarding policies and practices.

1. Visitors are expected to wear their ID badge so that it is clearly displayed at all times.
2. Visitors must not be alone with any students.
3. Visitors must avoid physical contact with students.
4. Visitors are expected to act and speak in a kind and respectful manner, particularly around young people
5. Visitors are expected to use designated adult facilities, not students facilities (e.g., toilets, changing rooms).
6. Visitors are expected to treat others in a professional manner and with respect, upholding high standards of personal behavior.
7. Visitors must report concerns about a young person's welfare, or if a young person discloses that they are suffering abuse or reveals information that gives grounds for concern. Visitors must pass on the information immediately to the school's CPO or any other member of staff.
8. Visitors should not accept money or gifts from students, or offer money or gifts to students.
9. Visitors are expected to seek permission from a member of staff before taking images / videos of students.
10. Visitors are responsible for their own actions and behavior, and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.

By signing below, you acknowledge your agreement to the AEG Visitor Code of Conduct as outlined above. If there is any violation of this Code of Conduct, you may be asked to leave our campus.

If you have any questions or concerns related to child safeguarding, please contact cst@aegcm.com or see a member of staff at Reception.

Full Name

Signature

Date

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7. SAFEGUARDING

All children have the right to grow up safe from harm. No child should suffer harm, either at home or at school. Unity Concord International School (UCIS) is determined that everyone who visits or works here is aware of their responsibility to make sure that all our young people are safe.

Depending on the role you are carrying out, you may get to know some of the children whilst visiting or temporarily working at the School. Children often perceive adults, and especially familiar ones, as being trustworthy. To protect yourself and children, you should remember the following:

You must never be alone with a child who is not your own.

- If you find that a child seeks to talk to you on a regular basis, please inform the designated safeguarding leads.
- Never touch a child – unless there is immediate danger.
- Never exchange phone numbers or agree to contact a child whom you have met through your visit to the School.

Knowing if a Child is being harmed

If you are visiting or working in the School for business reasons, you are very unlikely to be engaged in any conversations with children. If, however, the purpose of your visit is to work with children, you may find that conversations with them result in concerns about their safety.

Young people will sometimes tell an adult if they are being harmed. They could tell you that they are being bullied at school, or even that an adult was treating them badly. It is also possible that you might notice something that made you think a child might be being harmed. Should this happen, listen but do not give advice.

If you think that a child might be being harmed, you must not keep it a secret, even if the child asks you to do so. You have a duty of care to pass the information on to protect the child in the future. You will not get into trouble if you do pass the information on.

Please remember: If you are worried about the safety of any young person in the school, you must report this concern to John Conger, UCIS CPO KG or Sylvain Naud, UCIS CPO Primary or Glenn Pinder UCIS CPO Secondary or Tina Ellingsworth, AEG Chief of Academics and Administration or to Paul Farran AEG EHS lead. Please do not remain silent – always report any concern to any member of staff.

[AEG New Child Protection & Safeguarding Policy and Procedures](#)

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8. Appendix C - Example Parent and Visitor Sign-In Form

VISITORS AND PARENTS

PLEASE

SIGN IN

FOR STUDENTS SAFETY



VISITORS AND PARENTS

PLEASE

SIGN OUT

FOR STUDENTS SAFETY



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