



## CIS Hangzhou Visitor Policy

All members of the public visiting CIS Hangzhou must follow these procedures and sign and follow the Visitor Code of Conduct, as below.

- On arrival, report immediately on arrival to the Guard Station at the main entrance to the Residential Building, where they will be asked to sign in.
- When signing in, all visitors will be issued a visitor badge, which **must** be worn for their entire visit. All visitors will also be asked to read and sign the Visitor Code of Conduct, as below.
- A shorter "Visitor Do's & Don'ts" is prominently displayed at all entrances and on visitor badges.
- Before leaving, visitors must return their visitor badges and sign out at the Guard Station.

### VISITOR ACCESS TO RESIDENTIAL AND ACADEMIC BUILDINGS

Visitors are **not permitted** access to the Residential and Academic Buildings unless chaperoned by a member of the CIS Hangzhou staff. This rule also applies to Parents/Guardians, students' extended family and other guests of students. Such persons may request access to the Residential Building up to 9pm, but permission must be requested in advance from the Director of CIS Hangzhou, Sally Zhang.

### CONTRACTORS

Contractors must make advance arrangements to visit the school and must be met by a member of staff before access is allowed. Contractors must wear their visitor badges at all times and sign and uphold the Visitor Code of Conduct like any other visitor.

### MEMBERS OF THE GREENTOWN SCHOOL COMMUNITY

Students and staff are encouraged to be hospitable to our friends and neighbours in the Greentown school community. However, visitors must be accompanied at all times and must never be given independent access to the Residential and Academic Buildings. They must wear their visitor badges at all times.

### OPEN DAYS AND SCHOOL FUNCTIONS

On special occasions, the CIS Hangzhou premises will be open to all visitors. Visitors should note that during these occasions, members of staff and students will be assigned duties to monitor the premises and may ask visitors to identify themselves. Access to dormitories, the entire Residential Building, or other areas may be restricted at the discretion of the Director.

### EMPLOYEES OR RESIDENT ADULT FAMILY MEMBERS OF CIS STAFF

Caregivers, private cleaners, or anyone regularly visiting campus or living on campus for an extended period of more than 48 hours must undergo formal Child Protection training and read, sign and uphold the Staff & Volunteer Code of Conduct. After such training, they will be given residential swipe cards, which give access to the lift and front door of their residence only. Non-lift access should only be used in exceptional circumstances, and, like any other visitor, they should not enter other areas of the Residential and Academic Buildings without a staff chaperone. General access to the corridors and rubbish bins is only permissible for those of the appropriate gender. Such persons must wear their visitor badges at all times.

### INSTRUCTIONS ISSUED TO STUDENTS

Do not allow access to anyone not of the CIS community into the Residential or Academic Buildings. Direct all enquiries to the Deputy Director or Director. This also applies to Parents/Guardians, students' extended family and other guests of students. Report immediately to a member of staff if you suspect a problem or notice a stranger unaccompanied by a member of our staff.



## 《“杭州汉基”访校人士政策》

所有到访“杭州汉基”的人士必须遵守以下程序，签署并遵守《访校人士行为守则》，如下所示。

- 到达校园后，请在到达时立即向宿舍大楼正门的警卫室报告，并且登记。
- 登记后，所有访校人士都将获得一张“访校人士证”，必须在整个访问期间佩戴。所有访校人士还将被要求阅读并签署《访校人士行为守则》，如下所示。
- 简要版的《访校人士须知》展示在所有入口和《访校人士证》的显眼处。
- 在离开校园之前，访校人士必须在警卫室归还《访校人士证》并且再次登记。

### 进入宿舍大楼和教学大楼的访校人士

除非由“杭州汉基”教职员陪同，否则访校人士不得进入宿舍大楼和教学大楼。此规定也适用于家长/监护人，学生的家人和其他访客。此类人员可能被要求只能在晚上九点之前进入宿舍大楼，但必须事先征得“杭州汉基”校长张蕾女士的许可。

### 承包商

若承包商到访学校，必须事先做出安排。并且在获得访问许可之前，必须与一位教职员工会见。承包商必须始终佩戴《访校人士证》，并像任何其他访校人士一样签署并遵守《访校人士行为守则》。

### 绿城育华学校成员

我们鼓励学生和教职员热情接待绿城育华学校的朋友和邻居。但是访校人士必须随时有人陪同，必须始终佩戴《访校人士证》，绝不能独自进入宿舍大楼和教学大楼。

### 开放日和学校活动

在特殊情况，“杭州汉基”将向公众开放。参观者应注意，在这些情况下教职员和学生将被分配监督的职责，并可能要求访校人士自我规范。可由校长自行决定是否限制进入宿舍单位、整个宿舍楼或其他区域。

### 汉基教职员的雇员或家庭成年成员

家庭服务人员，私人清洁工，经常访问校园或在校园内待超过48小时的人，必须接受正式的保护儿童培训，及阅读，签署并遵守《教职员和义工行为守则》。经过培训后，他们将被提供《宿舍门卡》，只能访问其宿舍的电梯和前门。非电梯通道应仅在特殊情况下使用。与其他访校人士一样，如果没有教职员陪同，他们不应进入宿舍大楼和教学大楼的其他区域。只有适当性别的人才可以进入走廊和垃圾房。以上此类人员必须始终佩戴《访问校人士证》。

### 给学生的指示

不允许非汉基社区的任何人进入宿舍大楼和教学大楼。如有咨询，直接向副校长或校长询问。此指示也适用于家长/监护人、学生的家人和其他客人。如果您有任何疑问或在没有我们教职员陪同的情况下发现陌生人进入校园，请立即向我们的员工报告。