



迪 拜 中 国 学 校
CHINESE SCHOOL DUBAI

P.O.Box : 624355, Dubai, UAE Tel: 04-2202275
Address : 58C St. Mirdif, Dubai, United Arab Emirates

CSD Visitors Policy

Aim

Chinese School Dubai is committed to developing students to their fullest potential both academically and socially in preparation for the competitive global community.

The aim of this policy and related procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are in the school premises. The purpose is to ensure that all children and staff learn and work in an environment where they are safe.

The policy aims to have in place a clear protocol and procedure for the admittance of external visitors to the school which conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

Security and safety control for visitors / Non-members of Chinese School Dubai

- The visitors to the school must enter via Main Gate (Gate No.3)
- Visitor must sign into the visitors' book. (date, name, contact number, time, Signature and purpose of visit) Each visitor will be issued with a visitor pass. Visitor identification (having photography id) must left at the Security desk in exchange for a Security pass
- Advice visitors are to wear the visitors pass at all time.
- Any person found in the school compound without a Security pass should be asked to report to the Main Gate (Gate No.3) or Reception desk or asked to leave the school. If they refuse, it should report immediately to the Principal, any aggression will be reported to the Police.
- Visitors who do not have any form of ID available must contact the member of staff expecting the visitor and they must come and sign the visitors book agreeing to take full responsibility for the visitor while present in school.
- Visitors are not allowed to walk alone around school. They are to be accompanied by a member of staff at all times.
- While leaving the school visitors must sign out, return the visitors pass and collect their identification from the Security office Desk.
- The school Reception should be used as a meeting point for all visitors. Nobody can pass directly inside without going through Reception.



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Security and safety control for Chinese School Dubai teaching staff

- During school time they can easily enter in school premises showing their School ID.
- During off school time they must have to sign in Staff logbook on Security Desk whenever they enter in school premises
- They must sign out equipment on the take/hand over form or to show approved letter while taking any items from school (Letter should be kept in Security Office for future evidence, only Facilities Manager and Principal approved letter is accepted).
- Those who are leaving vehicles in the school parking area after school or during vacation should first get approval from the Facilities Manager. Vehicle owners will be fully responsible for any risk.

Security and safety control for student

- Students are not allowed to use sports hall and play area without supervision of school member of staff during school time and after school time.
- Primary students are not allowed to go alone outside (out of school/ parking area) in absent of teacher/parents/household staff/nanny.
- Those parents/household staff/nanny who don't look after their wards while crossing road, dropping off from car/ in parking area should be immediately reported to Head of Security.
- Students must use corner pavement/ zebra crossing while passing through parking area Those who ignore it should be reported to Head of Security immediately.
- During pick/drop time Security is responsible for students crossing on the main road.
- During school off time students who come to collect their things should sign in visitor book. Security will escort them.
- During school holidays, students who comes to attend class should sign in visitor book and stay in Reception until arrival of school member of staff.
- After school students are not allowed to stay after 16:30 in auditorium, library, classroom, canteen, pool, and play area without supervision of member of staff. They have to stay in fishbowl/ Reception area.

Security and safety control for contractors

- All contractors/ Maintenance companies should produce a letter of authorization



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stating the job they are here to do, date and time and written permission from the Facilities Manager. Showing company stamp.

- The contractors must have their company authorization pass in order to be allowed to sign into the contractor's book.
- Contractors and external Maintenance personnel should be monitored by Security team and Facilities Manager, at all times.
- All contractors are expected to sign in and sign out and expected to wear contractors passes at all times whilst on the premises.
- Contractor vehicle movements and material deliveries should be monitored by the Security team.
- Facilities Manager should schedule Maintenance / construction work.
- Contractors and their belongings must be checked by Security before leaving the school premises.
- Contractor movement will be in certain designated area only where they are scheduled to work.
- Contractor those who violate school rules and regulation should be reported to Head of Security.

Security and safety control for Government inspector (Police, health and safety officer, 24/7 Civil defense, Ambulance, KHDA etc.)

- Report to Head of Security or report to school Reception.
- Make sure they have Government issued ID.
- Sign in visitor book (Securities are not allowed to keep their ID card).
- Escort & Assist them.

Security and Safety control for civil Inspector (Fireman, Elevator tech, CC Cam tech, etc.)

- They must sign in contractor book.
- They must show their assignment paper /email provided by owned office.
- On their arrival, report to Head of Security.
- They must be escorted by School member of staff or Security.
- Must take service report from them after completing their service.

Security and safety control for Supplier

- Log detail in Safe record book.
- Personal delivery should accept on receiver request.



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- On school, opening day it should be handed over to school Reception / Concerned person.
- To make load/unload easy for certain time parking space will be allowed nearby both sub-Gate.

Unknown/ Uninvited Visitors to the School

Any visitor in the school premise not wearing an identity badge is challenged politely to enquire who they are and the purpose of the visit. They should then be escorted to the security to sign the visitors' book and be issued with an identity badge. The above procedures then apply.

If the visitor refuses to comply, they are asked to leave the site immediately. The Principal will consider the situation and decide if it is necessary to inform the police.

