



European School Bergen

2015.07.14.CPP Procedure for visitors to the school

What is a visitor?

- For the purpose of this document a “visitor” is someone who is not officially registered as a student at the school or who is not employed by the school as a teacher or in another function.
- Student teachers and replacement teachers are not considered to be visitors because they have to have the approval of the director.
- Cleaning staff and staff in the canteen are not visitors.

For clarification, the following are considered to be visitors:

- Parents of students
- Visiting students
- All teachers and instructors doing teaching and groups in the school as extra-curricular and extra language lessons
- Volunteer helpers in classes and in the library
- Former students, teachers and staff
- All others

Access to the school

- Entry to the school will be strictly monitored all day after 9am, and all visitors must report to the security office.
- The gates to the primary school will be open from 08:45-09:05 every day, and between 16:15-16:45 on long days and 13:00-13:30 on short days, unless there is bad weather. The gates will be supervised.
- At all other times the main entrance is the place of entrance and exit, except in emergencies.
- If a parent does not come at the foreseen time, the child will stay at the secretary’s office or in her absence in the aula, but we cannot guarantee that the children will be supervised. If a parent is likely to be late for any reason they need to inform the school or the class teacher.
- At all other times the gates will be locked, and this will make it impossible for children to leave the school without being seen.
- If there is an emergency procedure one of the guards will unlock the gate. The deputy directors and concierges also have keys.
- Unauthorized visitors to the school will be asked to leave immediately and their names will be given to the security guard. If they are found on the premises again without authorization they will be banned from the school premises, and any further problems could lead to the involvement of the local authorities.
- Parents accompanying their children to the school may come into the building with them before the start of school, but they should not leave them unsupervised in the nursery and primary school before 08:45 because there is no supervision before then, and under these circumstances parents should go with their children to the aula until 08:45.
- Under no circumstances will students be allowed into the building before 08:00.
- All parents should be out of the building by 09:15 unless there is an activity taking place, and after that time all visitors will be expected to have badges and appointments to be in the school.
- Lost and found items: parents can look for them after school hours i.e. after 16.30 on Mondays, Tuesdays and Thursdays and after 13.10 on Wednesdays and Fridays.

Arrangements for visitors

- All visitors need to have confirmation of an appointment with a member of the management, teaching or administrative staff and this needs to be arranged preferably by email or telephone before the visit, and this information needs to be passed on to the security guard.
- The guard should normally be informed by email the day before unless it is in exceptional circumstances.
- If there is an urgent visit the visitor needs to confirm that it will be possible to see the person concerned by telephone to the secretaries or people concerned, although under normal circumstances it will not be possible to arrange visits to teachers at short notice because they will be with their classes.
- If a larger group of parents comes for an event, a language course etc. it is necessary for the guards to have a list before they arrive. This must be provided by the organizers (eg class teacher, management, Alingua etc.) so that the guards can easily check the names of the list and let the visitors into and out of the school quickly.
- If the guards do not have the confirmation of the appointment they will not let the visitor into the school.
- Visitors need to show ID when they arrive at the school and they must wear a badge during the time they are in the building, and they must check out with the guards when they leave. If they do not do this they will not be allowed back into the school without authorization from the director.
- The guards will note the time of arrival and departure and include this in their daily report to the management, and they will inform the management of any problems with visitors in this report.

Access to classes and keys

- If visitors need to be let into rooms to do lessons etc. the guard and the concierges will help them to arrange this, or this can be arranged with a teacher or other person employed by the school who is authorized to have the key.
- Under no circumstances should a visitor who has a regular commitment in the school have their own key, and rooms in use after school hours should be left unlocked and they will be closed by the guards.
- The only people issued with keys are the teaching and other staff who have been provided with them as part of their normal duties, and teachers in the primary school should not have keys for the secondary and vice versa so that there is the maximum security available.
- No visitors should walk around the school on their own or go into classes, other than go to the place where the meeting or event has been scheduled.
- If teachers have invited guests into their classes they need to take responsibility for them and ensure that these visitors do not interfere with the normal lessons they teach.
- Visitors and students are not allowed into the staffroom.

Parents Association Committee Members

- The Parents Association committee members should have their own ID badges to save time at the gate and they are all welcome on either Wednesday mornings or Thursday mornings, and by arrangement or appointment with the management at any other times, especially if this is on a regular basis.
- The security guards will keep a key for room 39 in the security office and the PA members need to collect it and return it there.
- The guards will have a list of all PAC members in the school at any time, and this is especially important in the event of an evacuation procedure. This list must be up to date and also shared with the management team. People on the list will not be admitted.
- The committee members need to wear their badges so that they can be seen.
- The management need to be informed about any other regular commitments (eg hot lunches, library or extra-curricular activities), and they will inform the guards.
- Any ad hoc visits must be arranged with a member of the management first.



Europese School Bergen Pupil visitors to the School

Parents who wish to arrange for other children to come to the school need to complete this form. They will need to have insurance cover which is payable before the visit commences and this should be arranged with the administration. The main principle is that the visit should not disrupt the educational programme and the teachers involved have the right to refuse entry. The final decision will be with the director. Normally visiting pupils will only be allowed visit the school on Fridays, although this may be extended under special circumstances. This form should be submitted at least one week before the proposed visit and a copy will be returned to you. This needs to be shown to the security guard on arrival. If there is a problem with the child the parents or adults responsible will be informed and they should collect them immediately. The school needs to be informed if there are any medical conditions and the school reserves the right to refuse admission to pupil visitors if there are problems which they school cannot deal with.

Name(s) of visiting pupil(s)	Class(es)

Name(s) of your child(ren)	Class(es)

Proposed date(s) of visit	All day/period(s)/lessons

Reason/comments

Date of request	Signature of parent/guardian
Emergency telephone number	
Email address	

Class teacher (Nursery/primary)	Approved	Not approved	Date	Signature
Deputy Director	Approved	Not approved	Date	Signature
Director	Approved	Not approved	Date	Signature
Steve Lewis				

The form should be returned to the deputy director of the section where the pupil visitor is applying to go