



Sveti Duh 122, Zagreb, Croatia

VISITORS POLICY

Introduction

We are committed to providing a welcoming school for visitors while maintaining a safe learning and working environment for all pupils and staff. The purpose of this policy is to summarise arrangements in place to screen and monitor visitors to the school in accordance with appropriate acts, regulations, and school procedures.

1.0 Definitions

1.1 “School premises” includes areas specifically designated and assigned for use by Bright Horizons International British School of Zagreb including the building, playground and parking lot, as well as vehicles when being used to transport students to and from school and for school-authorized activities.

1.2 “Permitted persons” include those individuals who the school recognizes as being permitted to be on school premises subject to any lawful restriction:

- A pupil enrolled in the school;
- A parent, carer or person who the school has been informed of as having daily care and control of a pupil under the age of 18 years;
- A person employed or retained by Bright Horizons International British School of Zagreb;
- A person who is otherwise on the premises for a lawful purpose (e.g. delivering mail);
- A member of state legislature who is visiting the school in the member’s constituency;
- A person who is invited onto school premises by the principal/designate

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- persons assigned or hired to participate in activities with the children, including instruction and/or supervision of after-school activities.

1.3 “Visitors” to the school include anyone who is not listed as a “permitted person” as identified under section 1.2 of this policy.

2.0 Guidelines

- 2.1 Permitted persons must have provided a criminal background check to the school principal/designate, or as confirmed by their supervising organisation or employer, prior to being allowed on school premises for the purpose of working with children or supervising activities involving children.
- 2.2 Permitted persons and visitors may only have access to areas of the school premises as permitted by the principal/designate.
- 2.3 Based on the judgement of the principal/designate or another person authorised by the school, permitted persons and visitors are not allowed to remain on the school premises if it is determined that his or her presence is detrimental to the safety or well-being of persons on the premises.

3.0 Method

3.1 Pupil Entrances

Bright Horizons International British School of Zagreb provides separate entrances for Primary Years (Years 1-5) and Middle Years (Years 6-8) pupils. An additional point of entrance into the school via the school office is located on the west side of the building. Unless pupil entrances are being actively attended by a staff member for the purpose of child arrivals/pickups or group activities, the doors will remain locked during school sessions, between 8:30 am and 3:10 pm.

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3.2 Pupil Drop Off/Pick Up During School Session Times

When bringing a pupil to or from school during school sessions, between 8:30 am and 3:05 pm, parents, carers or persons who the school has been informed of as having daily care and control of a pupil under the age of 18 years must use the school office entrance. It is appropriate to knock and wait outside for the door to be opened.

2.2 Visitor Parking

Temporary visitor parking is available at the front of the school (on the west side of the school building near Ul. Sveti Duh) and is to be used primarily as a drop off/pick up point for pupils. For the safety of pupils and staff, visitors are not allowed to drive vehicles onto the property beyond this parking area.

2.3 Dogs Not Allowed on School Premises

For the safety and well being of all pupils, parents/carers and staff members, visitors are not allowed to bring dogs or other animals onto the school premises without pre-authorized permission from the principal/designate.

2.4 Visitor Identification

Visitors may be asked by school staff members to present photo identification and, if providing work services, may be asked to provide employment credentials upon entering the school premises.

2.5 Instructors for After-School Activities

Visitors who are contracted to provide formal instruction and/or supervision services for the purposes of after-school activities must provide a criminal background check prior to working with pupils.

2.6 Health Safety Measures

In accordance with guidelines and procedures as advised by the school's

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designated medical health services provider, and any additional health safety measures deemed appropriate by the school's principal/designate, visitors may be asked to:

- wear an appropriate face covering while on the school premises
- have their temperature taken upon arrival to the school

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2.8 Permission to Release Children to Authorised Persons

The child's parents/carers are the “authorised” persons with respect to dropping off and collecting the child from the school. Children will not be allowed to leave with any other person unless the school receives prior notice from the parent/carer, and all such persons may be required to provide proof of identification before the child is allowed to leave with them.

Monitoring of Policy

This policy will be reviewed annually, and changes may be implemented at that time or on an interim basis during the year should reflective practice highlight a change or government policies or guidelines change.

Date approved: _____

Principal's signature: _____

Review prior to September 2023