

File Name	Visitor Management Policy - The SOBHA Academy
Reference	SKT - TSA POLICY - IV - 004
Date	13-05-2025

1. Introduction

At The SOBHA Academy (TSA), safeguarding the security and privacy of our students, staff, and property is a core priority. This Visitor Management Policy ensures a structured and secure process for handling all external visitors entering the school campus, balancing hospitality with vigilance.

2. Purpose

This policy is designed to:

- Maintain a safe and secure environment for all individuals within the school premises.
- Monitor and regulate the entry, movement, and exit of external visitors.
- Prevent unauthorized access and mitigate security risks.
- Ensure respectful and transparent communication with all guests.

3. Scope

This policy applies to all non-school personnel, including:

- Parents/guardians
- Vendors and delivery personnel
- Maintenance and contract workers
- Government and education officials
- Event guests and volunteers
- Any external individual entering the school premises

4. Policy Statement

- All visitors must be screened, logged, and issued a visitor pass.
- Unsupervised or unauthorized entry is strictly prohibited.
- Visitors may only access approved areas for the purpose of their visit.
- Visitors must be treated respectfully and professionally while upholding institutional safety standards.
- All photography, videography, and recording require prior written consent from the Principal.

5. Responsibilities

Role	Responsibility
Principal	Policy enforcement, exceptions, approvals, and reviews
Security Staff	Visitor screening, logging, ID verification, and pass issuance
Reception Staff	Visitor coordination and notifications to departments
School Staff	Escorting visitors, ensuring compliance with access rules

6. Compliance

- Any unauthorised visitor will be denied entry or removed.
- Suspicious behaviour will be reported to school authorities or local police as per protocol.
- Non-compliance with this policy may result in disciplinary or legal action.

7. Review and Amendment

This policy will be reviewed annually or earlier based on changes in school operations, security threats, or stakeholder feedback. Amendments require approval by the Trust Board.

8. Document Control

VERSION	DATE	DESCRIPTION	APPROVED BY
1.0	13-05-2025	Initial Formalisation	Trustee Board