

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

1. Pre-Visit Requirements

- Visitors with appointments must inform reception 24 hours in advance via phone or email.
- Parents visiting for routine meetings must carry valid ID and student reference.
- Contractors or service staff must provide:
 - ID proof
 - Verification letter from employer or agency

2. Entry Process

- All visitors must report at the main gate.
- Security staff verifies:
 - Valid photo ID (Aadhaar, Voter ID, etc.)
 - Purpose of visit
- Details recorded in Visitor Logbook or Digital Register:
 - Name, contact, ID number, date/time, purpose
- Visitor is issued a Visitor Pass which must be worn at all times while on campus.

3. During Visit

- Visitors are only allowed to access designated areas.
- Unaccompanied movement around the school is strictly prohibited.
- Student interaction is restricted unless explicitly approved by the Principal.
- Photography and video recording are prohibited without written permission.

4. Exit Protocol

- Visitor must return the Visitor Pass at the gate.
- Exit time is updated in the logbook.
- Feedback may be provided at reception prior to departure.

5. Emergency Situations

In the event of a:

- Fire, lockdown, or medical emergency:
 - Visitors must follow school staff instructions.
 - Proceed to emergency assembly points or safe zones.

- o Await clearance from emergency response personnel.

6. Special Events

During high-traffic events like:

- Annual Day
- Exhibitions
- PTMs

The school will implement:

- Pre-registration
- Batch-wise entry
- Event-specific ID passes
- Increased security personnel

This ensures controlled crowd flow, minimal disruption, and child safety.

7. Review and Amendment

This procedure will be reviewed yearly or sooner if security risks arise or operational needs change. Modifications will be made in line with updated safety regulations and school protocols.

8. Document Control

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