



Cayman Prep & High School

High School Visitors Policy

School Mission Statement:

At Cayman Prep and High School, we aim to provide a stimulating learning environment, firmly rooted in Christian principles, in which our children become critical creative thinkers, responsible citizens and lifelong learners in an ever-changing world".

Core Values:

<i>Loyalty</i>	<i>Forgiveness</i>
<i>Self-Discipline</i>	<i>Empathy</i>
<i>Integrity</i>	<i>Friendship</i>
<i>Excellence</i>	<i>Caring</i>
<i>Respect</i>	<i>Communication</i>

This Policy:

Cayman Prep & High School assures all visitors a warm, friendly and professional welcome to our school, whatever the purpose of their visit. At the same time, the school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. In performing this duty of care, we recognise that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that all visitors comply with the following policy and procedures. Failure so to do may result in the visitor's being escorted from the school site.

Protocol and Procedures Visitors to the School

- At times when the Security gates are closed, to gain access to the site, all visitors must stop at the gate and speak with the Security Guard, explaining who they are and the purpose of their visit.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Sign-in Sheet, which is always kept in reception making note of their name, the date, reason for visit, mobile number, time in and time out.
- All visitors will be issued with and required to wear an identification lanyard – the lanyard must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Please note that for whole school planned events such as PSTCs, Information Evenings, Options Evenings and or school concerts, parents and guardians do not have to sign into reception but are to go straight to the designated spaces for the intended event.

Before School and Afterschool

- Please be mindful that the Visitor Policy above still applies before and after school, if you wish to gain access to the school building, teachers and or other members of staff.
- After school, students are asked to remain in the Gazebo area. Parents and Guardians may go to the Gazebo area if you are unable to find your child. However, if your child is not under the Gazebo, then please go to the school office, and or speak to a member of staff on duty, who will be able to help you locate your child. Parents must not enter the school building without signing in and meeting their school contact first.
- If you wish to speak with a member of staff, please arrange a meeting in advance (via email and or phone call) and follow the procedures above.
- If the matter is urgent and you need to speak with a member of staff, please go to the Reception area and ask the School Office, who will direct you to the appropriate person.