

# Visitor Policy

The ICS Paris visitor policy outlines our rules for receiving visitors on our premises. We want to ensure that visitors will not:

- Pose threats to our premises and property
- Be disruptive
- Create conflict or be disrespectful
- Be exposed to danger

This policy applies to all: employees and visitors. “Visitors” may refer to employees’ friends and family (referred to as personal visitors) contractors, external speakers, stakeholders, alumni, parents and the public.

The following rules apply for all kinds of visitors:

- Visitors should sign in at the Reception and show some form of identification.
- Visitors will receive passes and return them to the once the visit is over.
- Employees must always tend to their visitors while they are inside our premises.

Our internet usage, data protection and confidentiality policies temporarily cover our visitors while they are on school premises. They must not misuse our internet connection, disclose confidential information or take photographs unless specifically authorised. If they don’t conform, they may be escorted out or face prosecution if appropriate. Visitors are allowed during working hours.

As a general rule, visitors are allowed at ICS Paris to support our events (PTA members, visiting speakers...) or after obtaining authorization from the SLT. To avoid confusion or misunderstanding, the employee responsible for the visitor must also inform reception and security guards.

For the Early Years section - Parents and visitors must first go to the main front office to sign the visitor’s book. Parents and visitors for this section must have an appointment to be allowed in prior to their visit. For new and potential parents, they are accompanied at all times by the admission officer. Visitors who come for an academic purpose are first asked to provide a police check and have a meeting with the Principal prior to be accepted in. The Early Years gate is separate from the main gate of the school and is only accessible at specific times: for drop off and pick up. The gate is locked at all times and a teacher is always present when the gate needs to be open. From the inside, the gate is not accessible to the children.

**Common areas**, such as lobbies, may be open to visitors. We advise our employees to only permit visitors in these areas for a short time and for specific reasons. Employees are responsible for accompanying any of their underage visitors at all times. The students' bathrooms should not be used by visitors. Visitors should not interact with our students unless invited to do so and always under supervision.

**Contractors, suppliers and service vendors**, such as IT technicians and plumbers, can enter our premises only to complete their job duties. Front-desk employees are responsible for providing contractors and vendors with badges and for instructing them to wear those badges at all times on our premises.

**Solicitation:** Visitors must not try to proselytize employees, gather donations or request participation in activities while on our premises. Any visitor who violates this policy may be escorted out.

**Deliveries:** Anyone who delivers orders, mail or packages for employees should remain at the building's reception or gate. Front office employees/security guards are responsible for notifying the employee who expects the delivery. If that employee is unable to receive their order, front office employees may accept the order on the employee's behalf upon request. Front-office personnel must sign for and disseminate all business orders and mail. Maintenance Manager/Security guards should check appropriate documents before allowing access to delivery vehicles.

**Dangerous or restricted areas:** Employees may not bring or accept visitors in areas where there are dangerous machines or chemicals, confidential records or sensitive equipment. Representatives of regulatory bodies and stakeholders (e.g. investors) may be exempted, if they have received the necessary badges/protective equipment to enter premises when needed.

The school may occasionally accept the following types of visitors: **Potential families; Job candidates; Business partners.**

These visitors should receive written authorization from the respective teachers/administration/management before entering our premises. They should always be accompanied by an employee while on ICS Paris premises.

**Unauthorized visitors:** Security staff who spot unauthorized visitors may ask them to leave. Visitors who misbehave (e.g. engage in hate speech, cause disruption or steal property) will be asked to leave and prosecuted if appropriate.. Employees who spot unauthorized visitors may refer them to security/office manager.