

The American School in London

Visitors Policy and Procedures

Policy Owner (Accountable)	Director of Finance and Operations
Policy Coordinator (Responsible)	Security Manager
Approved by	Building & Grounds Committee
Approval date	February 2026

The current version of any policy, procedure, protocol or guideline is the version posted on the ASL website. It is the responsibility of all employees to ensure that they are following the most up-to-date version.

1.0 Introduction

Visitors are welcome at the American School in London, as they enrich the life and work of the School in many meaningful ways. At the same time, the School has a responsibility to ensure that the security, well-being, and safeguarding of its students are never compromised. It is also the School's duty to ensure that all visitors adhere to the guidelines outlined here, in order to protect and support the entire school community.

2.0 Policy Responsibility

The Director of Finance and Operations, as the Policy Owner, is responsible for this policy, including its effective implementation, ongoing compliance, and regular review.

The Security Manager, as the Policy Coordinator, is responsible for the day-to-day oversight of the policy. This includes maintaining and reviewing the document and, as appropriate, liaising with the School's Security Team, Designated Safeguarding Lead, and Human Resources.

Any breaches of this policy or associated procedures must be reported to the Director of Finance and Operations.

3.0 Purpose

The purpose of this policy is to safeguard all students and employees while on the School site and during activities conducted under the School's direction throughout the school day. It outlines the protocols and procedures for the admission and management of visitors to the American School in London, ensuring that staff, trustees, visitors, and parents understand their responsibilities.

This policy supports a safe and secure environment in which students can learn and participate fully in school activities. It is aligned with safeguarding requirements set by the Department for Education (DfE), *Keeping Children Safe in Education* (KCSiE), and the Independent Schools Inspectorate (ISI).

4.0 Scope

The School has responsibility for the safeguarding and supervision of its students while they are:

- On the School site during normal school hours;
- Participating in before- and after-school activities; and
- Taking part in school-organised and supervised off-site activities.

This policy applies primarily during normal school hours, Monday to Friday, 7:30 am to 3:30 pm (2:30 pm on Wednesdays) when school is in session. Separate procedures may apply outside of these hours, including for evening and weekend events and facility use.

For the purposes of this policy, a "visitor" is defined as any individual who is not employed by the School or enrolled as a student.

The majority of this policy applies to the main campus at Waverley Place. Specific procedures for visitors to the Canons Park sports facilities are set out in Section 8 and should be read alongside this policy.

This policy applies to all visitors and to all employees responsible for managing or interacting with visitors. It applies to, but is not limited to, the following groups when present on School premises:

- All employees, including teaching and non-teaching staff, substitute teachers, temporary or agency staff, interns, and work-experience students
- Parents and carers, including members of the School's Parent Community Association (PCA)
- Trustees
- Volunteers
- Peripatetic tutors, sports coaches, and other activity providers
- Education personnel, advisors, inspectors, and visitors from other schools
- Building, maintenance, and other contractors
- Third-party service providers
- Alumni and former students

- Students from other schools
- Individuals or groups hiring or using School facilities
- Members of the public and any other individuals present on the School site

All individuals to whom this policy applies are expected to comply with the School's visitor management, safeguarding, and security procedures while on School premises.

5.0 Roles and Responsibilities

All employees are responsible for complying with this policy and for being familiar with DfE safeguarding guidance and *Keeping Children Safe in Education*.

Employees who book or schedule visits are responsible for ensuring that appropriate visitor arrangements are in place. This includes confirming whether a visitor requires supervision, notifying security in advance where required, and ensuring that visitors are aware of and comply with the school's visitor procedures.

Employees hosting visitors are responsible for supervising visitors and ensuring they comply with the School's on-site requirements.

The Human Resources Department is responsible for initiating and coordinating DBS checks and associated safeguarding due diligence for employees and other individuals included on the School's Approved Visitors List, in line with statutory requirements and the School's safeguarding procedures.

The Security Team is responsible for issuing and managing visitor identification, maintaining access control systems, ensuring accurate and up-to-date visitor records are kept, and monitoring access to the School site. The Security Team also responds to security concerns or breaches relating to visitors and escalates serious issues in line with School procedures.

The PCA Executive Board is responsible for ensuring that members and volunteers involved in parent-led activities on the School site are aware of and comply with this policy and the School's visitor procedures.

6.0 Protocol and Procedures

6.1 Identification and lanyards

All employees, regular visitors, contractors, and other individuals on site are required to wear School-issued identification while on campus so that they are clearly identifiable to students and staff. Different-coloured lanyards represent the categories of visitors permitted on campus (see Appendix - Lanyard Colours by Visitor Policy). This forms an essential part of the School's safeguarding and security arrangements.

Identification may be issued by Security, Human Resources, or another authorised department and may be provided either for single visits or for ongoing use (for example, to employees or individuals on the Approved Visitors List (AVL)). All identification must be worn visibly at all times while on site.

School-issued lanyards and badges form part of the School's identification system and must not be replaced with personal, customised, or alternative lanyards. Identification must remain clearly visible and must not be altered or obscured.

Lost identification or lanyards must be reported promptly to Security so that replacements can be issued and access records updated where required.

Any individual on site without visible identification may be challenged by staff and asked to report to Security or Reception.

6.2 Approved Visitors List

The School's Security Manager maintains an Approved Visitors List for individuals who regularly attend the School site to undertake work and who may, where specifically authorised, move around the site without direct supervision (for example, approved contractors, PCA committee members, or Trustees with appropriate clearance).

To qualify for the AVL, visitors must hold a current and clear enhanced DBS check issued within the last three years, which has been verified and approved by ASL's Human Resources department and recorded on the School's Single Central Record. HR will add approved individuals to the AVL managed by security.

Procedures for Approved Visitors:

- Approved visitors must report to reception on arrival and sign the visitors' log.
- Security will verify that the individual is listed on the Approved Visitors List.
- Approved visitors must wear their identification badge at all times while on the School site.

It is the responsibility of the Head of School and the Chair of the Board of Trustees to ensure that Trustees are made aware of this policy and familiar with its procedures as part of their induction.

It is the responsibility of the PCA President and Executive Committee to ensure that new members of the PCA are asked to comply with this policy and procedures when entering the school for an activity, event, or volunteer task.

6.3 Categories of Visitors not on the AVL and Required Protocols

This section sets out the main categories of visitors and the protocols that apply to each group while on the School's main campus.

6.3.1 Parents, Guardians and Carers (Orange Lanyards)

An ASL parent is categorised as any parent, guardian or authorised carer of a current student of ASL.

Between 7:30 a.m. and 3:30 p.m. (2:30 pm on Wednesdays), parents, guardians, and carers may be on campus only for a specific purpose. These visits will be coordinated by the relevant school offices, with the security team managing campus access.

a. Calendared events and meetings

Parents and guardians may attend events and meetings, but will be expected to leave campus promptly once those events or meetings conclude.

Events include but are not limited to the following:

- State of the School meetings
- PERC coffees
- PCA general meetings
- Athletics matches
- Parent-teacher conferences
- Classroom presentations and learning events
- Concerts, performances, and exhibitions
- Sporting events, matches, and tournaments
- Parent information sessions and workshops
- Robotics open houses and events
- Admissions open houses and small group tours
- Events organised by the development office for parents/guardians, alumni, parents of alumni, and past employees

b. Scheduled meetings with employees

For scheduled meetings (e.g., university advising, divisional, or departmental meetings), the meeting host will notify Security (visitors@asl.org) in advance. Upon arrival at the main entrance, the parent, guardian or carer will be granted access by Security. Security will notify the host (or the relevant divisional office) by phone of the visitor's arrival and will allow the parent, guardian or carer to proceed directly to the meeting location.

After their meeting, parents will be expected to leave campus promptly.

c. Dropping off items

Items brought to school during the day for students (e.g., lunches, forgotten materials) should be left at the front desk on Waverley Place, where school offices will ensure they are delivered appropriately.

The Admissions Office regularly receives important documents, including passports and visa materials. Family members may drop off required documents with the admissions team at any time during the school day. After submitting documents, visitors should leave the campus.

d. Visiting the libraries

Parents must schedule an appointment in advance to visit the libraries between 8 a.m. and 2:30 p.m. Parents will be escorted to the library during school hours.

Lower School Library: To request an appointment, contact ls_library@asl.org.

Mellon Library: To request an appointment, contact mellonlibrary@asl.org.

e. Waiting between scheduled meetings

Parents/guardians are welcome to wait at the Waverley entrance reception (the chairs outside the Admissions Office) between events/meetings.

f. Late arrival or early collection of students

Lower School students who arrive late should report to the Waverley Place Main Reception. A parent/guardian/carer must sign in at reception and may then accompany their child to the Lower School Reception.

Any child who needs to leave early or is in the nurse's office due to illness may have their parent/guardian/carer enter campus to pick them up. The parent must sign in at the Waverley Place reception desk and sign out again on departure.

g. Volunteering

Volunteers often come onto campus to support with learning or community events (e.g. grade reps, PCA Booster Club, PCA events, library etc). Either the relevant school department or the PCA will provide the security team with the names of all volunteers. Upon arrival, they should check in with security at Waverley Place, then proceed to their designated location. Volunteers should leave the campus immediately after completing their assignment for the day.

f. Access to the school

All access to the school for parents, guardians and carers must be through the main Waverley entrance. This allows the school to consistently manage visitor sign-in, identification, and access in line with safeguarding requirements. The following exceptions are in practice:

- Parents may drop off or collect their child at the Loudoun or Marlborough entrances/exits. However, they must not enter the School at these locations or remain inside the building during the school day unless they are attending a pre-arranged meeting or event.
- Lower School students are dismissed at the Marlborough Playground Gate. Families who are collecting a Lower School student and then waiting for a Middle School student may enter through the Marlborough Gate with an ASL ID, and wait in the School Center Foyer, Lower School Library, or the Mellon Library until Middle School dismissal.
- Lower school families whose children have swim lessons may pick up their child at the Marlborough Gate, enter the school there with their ASL ID, and walk to the swimming pool.

6.3.2 PCA Members (Orange Lanyards)

Members of the PCA should sign in and out using the Visitors Book at the Waverley Entrance only. They must wear their ASL ID badges at all times while on Campus.

6.3.3 Contractors

A contractor is any individual or organisation engaged by the School to carry out works or services on site, including maintenance, repairs, project preparation, or work connected to School programmes (for example, Summer or After-School programmes).

Overall management of contractor visitors is coordinated by the Maintenance Department, which liaises with the Human Resources Department where Disclosure and Barring Service (DBS) checks are required.

There are two classifications of contractor visitors:

Approved Contractors (Blue Lanyards)

Contractors who attend the School regularly or for extended periods and who have provided an appropriate DBS check to the School may, where authorised, work without direct supervision.

Authorisation for approved contractors to work without direct supervision applies only to agreed areas of work and does not permit unrestricted access across the School site.

Non-approved Contractors (Yellow Lanyards)

Contractors who have not provided a DBS check approved by the School must be supervised at all times while on campus.

Requirements for all contractors:

- Contractor visits must be pre-arranged by the relevant department or host. Contractors must not arrive unannounced.
- A named host must be identified for each contractor visit.
- Contractors must enter and exit via the main entrance on Waverley Place.
- Contractors will receive a contractor pre-arrival pack (“preambles”) containing safeguarding and site information. This must be completed, signed, and returned to the host at least 48 hours prior to arrival.

On arrival, all contractors must:

- sign in at Reception;
- complete a Permit to Work form via the designated system or device;
- provide formal photographic identification;
- provide the name of the staff member or department responsible for their visit; and
- have their photograph taken and be issued with a visitor identification badge, which must be worn and remain clearly visible at all times while on site.

Additional requirements for non-approved contractors:

- Non-approved contractors must be met at Reception by their host.
- The host remains responsible for the contractor throughout their time on site.
- Non-approved contractors are not permitted to move around the School unaccompanied and must remain under appropriate supervision at all times.

6.3.4 Agency Staff (Blue Lanyards)

Agency staff are external workers supplied by third-party agencies to cover employee absences or short-term operational needs.

Agency staff (or their agency) must provide appropriate Disclosure and Barring Service (DBS) documentation to the School. Overall management of agency staff is coordinated by the relevant department (for example, Housekeeping, Aquatics, Catering, or Maintenance), which must obtain clearance from the Human Resources Department to confirm that the individual is authorised to work on site and that their details are recorded on the School's Single Central Record.

Where appropriate authorisation has been granted, agency staff may work or move around the school without direct supervision.

Requirements for agency staff:

- Agency staff must not arrive unannounced
- All agency staff must enter and exit via the main entrance at Waverley Place
- Upon arrival, agency staff must:
 - Report to reception
 - State the purpose of their visit and the name of the employee who requested them.
 - Provide formal photo identification
 - Sign in
- Agency staff will be issued with a visitor identification badge, which must be worn and remain clearly visible at all times.

6.3.5 Guests (Red Lanyards)

A guest is an individual invited to ASL by a department or employee of ASL, such as a speaker, consultant, alumnus or family member

- A guest must not arrive at ASL unannounced
- Guests must have a named host responsible for them at all times
- All guests must enter and exit via the main entrance on Waverley Place.
- Upon arrival, guests must:
 - Report to reception
 - State the purpose of their visit and the name of the staff member/host who invited them.
 - Provide formal photographic identification
 - Sign in.
- Guests will be issued a visitor identification badge, which must be worn and remain clearly visible at all times.
- A host must meet and greet their guest at the front reception.
- The host remains responsible for the guest throughout their time in school.
- Guests are not permitted to move around the school unaccompanied.

6.3.6 Visiting school groups (Staff - red lanyards; students - no lanyards)

Groups from other schools will occasionally visit the School to, for example, participate in sports matches or music events.

- Visits must be pre-arranged by an ASL department or employee and approved by a member of the Senior Leadership Team
- All visiting school groups must enter and exit via the main entrance on Waverley Place.

- Upon arrival, a responsible adult from the visiting school group must:
 - Report to reception
 - State the purpose of their visit and the name of the staff member/host who invited them.
 - Sign in
 - Be issued visitor identification badges for each member of staff in the group
- Formal identification may be requested
- Visitor badges must be worn and remain clearly visible at all times (staff).
- A named host must meet and greet the visiting school group at the front reception.
- The host remains responsible for the group throughout their time in school.
- The visiting school group must stay in designated areas of the school and is not permitted to move around the school without an ASL escort.

6.4 Visitors' Departure from School

On leaving the site, all visitors must:

- exit via the Waverley Place main reception,
- return their visitor identification badge to reception and
- leave the premises through the main entrance gate.

6.5. Unknown or Uninvited Visitors

Any person not wearing a school-issued lanyard and identification (including a temporary visitor's badge) should be politely challenged to confirm their identity and purpose at the school.

They must be escorted to the reception to obtain a visitor badge.

A relevant ASL employee must be called to accompany/host the uninvited visitor.

If the individual refuses to comply:

- They must be asked to leave immediately,
- ASL Security must be informed without delay and
- ASL Security will determine whether to contact the police.

If the individual becomes abusive or aggressive:

- They will be instructed to leave immediately and
- they will be warned that refusal to leave will result in ASL Security and/or police intervention.

6.6. Staff Development

As part of their induction, new staff will be informed about this policy for visitors and asked to ensure compliance with its procedures at all times.

7.0 Visitor Code of Conduct

All visitors are expected to behave in a manner consistent with maintaining a safe, respectful and orderly school environment. While on site, visitors must:

- Treat students, employees, and other visitors with respect at all times
- Follow all safeguarding, security, visitor and health & safety procedures and any instructions from School staff or Security
- Wear issued identification visibly at all times while on campus
- remain in authorised areas only and leave campus promptly once their visit has concluded

The following behaviours are not permitted on School premises:

- Acts of physical aggression, violence, intimidation, or threatening behaviour
- Use of offensive, abusive, or otherwise inappropriate or disrespectful language
- Any discriminatory, bullying, or harassing conduct, including sexual harassment and identity-based harm such as racism
- Smoking or vaping anywhere on School premises
- Being under the influence of alcohol (except for designated events outside of school hours) or illegal substances

The School reserves the right to require any visitor whose behaviour does not meet these expectations to leave the site. In serious cases, or where there is a risk to the safety or well-being of students or staff, the School may take further action, including contacting the police where appropriate and restricting future access to the School site.

8.0 Canons Park

The School operates sports grounds and associated facilities at Canons Park. These facilities are used for School activities and, at certain times, for community or third-party use.

Access to Canons Park is restricted to authorised individuals only. All visitors must have advance approval to attend the site.

Parents, guardians, and carers may attend the site to watch School sporting activities or events when invited or where attendance is otherwise authorised by the School. Visitors are expected to remain within designated spectator areas and to follow any instructions provided by School employees.

When students are present on site for School activities, the School retains overall responsibility for safeguarding and supervision. Any non-approved contractors (see section 6.3.3) working on site while students are present must be appropriately supervised or otherwise managed in accordance with safeguarding requirements.

Any community or third-party event held at Canons Park must be authorised by the School and supervised by designated ASL employees, who are responsible for ensuring appropriate safeguarding, security, and access arrangements are in place.

All visitors to Canons Park are expected to comply with the School's visitor procedures and code of conduct while on site.

9.0 IT/Data Protection

The School will retain personal data securely for as long as necessary for a legitimate and lawful purpose, and in line with ASL's retention policy. Personal data captured at the front desk when visitors arrive on campus is kept for up to 12 months; however, incident reports and safeguarding files containing personal data must be kept for much longer, in accordance with specific legal requirements. The School maintains a data retention schedule that dictates how long personal and special category data is kept and how it is archived and disposed of in accordance with Data Protection Law.

For specific queries about how our retention policy is applied, or wish to request that personal data you believe to be relevant is considered for erasure, please contact dpo@asl.org. Please bear in mind that the School may have lawful and necessary reasons to retain some personal data following such a request. More information about how ASL handles personal data can be found in the [ASL Privacy Policy](#).

APPENDIX - Lanyard colours by visitor category

Non Visitors		Visitors				
Security	Staff	Unaccompanied Visitors	Accompanied Visitors			
		Authorised Visitors List (hold DBS)	Contractors with DBS	Contractors Without DBS	Guests	Members of the Public (visiting during school hours) - no lanyard
Security Guards	Faculty	Current Trustees	Agency Staff		Advancement Guests (Alumni)	Visiting Schools (students)
	Support Staff	Current PCA Committee Members	Artist in Residence		Admissions Guests (Group Tours, Open Houses)	
	Associates	ASL Parents on site with a purpose	Krav Maga staff		General Visitors	
	Substitutes	ASL Students	Rising Stars staff		Former Employees	
	Sports Coaches		LBA staff		Consultants	
	Bus drivers		London Dance		Visiting Schools (Staff)	
	Kitchen staff (HH)		Maintenance Contractors		Grand Friends	
			Camden Swim Staff			
			Summer Program Staff			
			ASP Staff			
			LS Photographers			
			LS Vaccine Medics			
			Boy Scouts Staff			