



PEGASUS SCHOOLS VISITOR POLICY

At Pegasus Schools, we prioritize the safety and well-being of our students and staff. Our visitor policy is designed to ensure a secure and conducive learning environment for everyone. We appreciate your cooperation and adherence to the following guidelines:

Signing in: Upon arrival at the school premises, visitors are required to register at the main gate and provide the name of the individual they intend to meet. After verification, they will be issued a visitor's identification badge, which must be visibly worn throughout their stay. At departure, visitors must sign out, indicating their departure time, and return the badge before exiting the premises..

Identification Requirement: All visitors are required to provide a valid form of identification, such as a driver's license or NIN or any other form of government ID. . This helps us verify the identity of each visitor and maintain accurate records.

Escort Requirement: Visitors will be escorted at all times while on school premises. School staff members will accompany visitors to their destination and provide assistance as needed. Visitors are not permitted to access student areas of the school. All contractors that work in student areas will have a member of staff escorting and assisting them.

Emergency Procedures: In the event of an emergency, visitors must follow the instructions provided by school staff and comply with emergency procedures, including evacuation protocols.

Unacceptable Behaviours

We expect all individuals on our premises to adhere to the following standards of conduct:

- Refrain from using profanity, spitting, shouting, making threats, or engaging in threatening gestures.
- Avoid physical intimidation, including pushing, pulling, poking, or any other form of force.
- Do not make ageist, or sexist remarks.
- Do not consume drugs or alcohol while on our premises.
- Smoking is prohibited on our premises.

Our staff members are committed to treating you with politeness and respect at all times. If you are not wearing a visitor's badge, they will kindly remind you to do so. Should you encounter behaviour from a staff member that you deem unacceptable, please document your concerns in writing and report them to the Administrative Secretary, who will then contact you to investigate and attempt to resolve your complaint by following the school's policy on complaints and concerns.

In return it is our expectation that you will be polite and courteous to our staff and children. In the event that a staff member experiences unacceptable behaviour from a visitor, they are authorized to end the interaction and explain the reasons for doing so. The individual will be asked to leave the premises, and if necessary, law enforcement may be contacted. Repeated or severe incidents may result in the individual being barred from our premises.

Monitoring and Review

The Manager of Facilities, Logistics, and Security is tasked with the ongoing monitoring of this policy. The Head of Schools will conduct an annual review, with the option for earlier review if deemed necessary.