

SOP – VISITOR IN THE SCHOOL

- Visiting time to be specified and should be mentioned in the school almanac.
- Visitors beyond specified time to be allowed only in emergency situations with prior sanction from authorities.
- Visitors other than parents are allowed to meet the concerned authorities only by prior appointment. The security guard to allow their entry after confirming from VP/HM.
- Entry of the visitors should be restricted to minimum number of gates and the same to be specified clearly.
- Log appropriate visitor information before issuing Visitor Pass (Enter name, date, time in, address, phone number, purpose of visit in the register kept at the entry gate). Use appropriate Visitor's Management System (VMS)
- Every single entry of the visitor is documented irrespective of the number of times he/she visits in a day.
- Visitor must wear Visitor's Pass in a clearly visible place at all the times in the school building.
- Security guard to guide the visitor towards the Reception for further assistance. Receptionist to resolve queries, if any. The concerned VP/HM to be informed, if required.
- Meeting with any staff member at the Reception to be arranged with due consent of VP/HM.
- Instructions for the visitors to be displayed clearly at the Entry gate of the school or Reception (Annexure I attached) and the same may also be uploaded on the school website.
- Movement of visitors to be restricted to the Reception area as far as possible. Only under emergencies, the parent is allowed to collect their ward from medical room/reception area by issuing a gate pass signed by the class teacher/class coordinator and VP/HM. The gate pass is submitted at the guard's room.
- Time out to be logged in the register NMS at the time of leaving and Visitor's pass should be returned to the guard.
- Entry of visitors in a large group should be prohibited, appropriate sanction to be taken if required.
- Visitors must not be allowed to bring undesirable items like eatables/ gift items for distribution, photography/videography equipment etc. List of Banned items must be displayed at school entry point.
- Visitors should deposit their mobile phones with P.A while meeting the Principal. > Visitor's time must be respected. All visitors should be attended proactively and positively.

Instruction for the visitors

- Visitors to adhere to the visiting timings as mentioned in school almanac.
- All required information should be filled in the register available at the entry gate.
- Entry to the class rooms/activity rooms (without permission) is strictly prohibited.
- Visitor pass must be work at all times in the school building and returned to the security guard at the school gate while leaving.
- Visitors are not allowed to meet/take any child without permission from the authorities.
- Visitors are not allowed to bring any undesirable items eatables/ gift items for distribution, photography/videography equipment etc.
- Only visitor's toilet is to be used by visitors.
- Visitors are requested not to smoke in school premises.
- Visitors are requested to maintain a proper dress code while coming to school. >

No photography or videography is permitted without prior permission.