Visitors Policy

Purpose

In order to assure the safety and security of Buds Public School's associates, its visitors and its property and to ensure that only authorized personnel have access to Buds Public School's facilities, the following policies have been adopted.

Policy & Procedures

Off-Duty Associates:

Associates are not permitted access to the interior of the facility and other working areas during their off-duty hours, unless permitted by their Supervisor/Line Manager/Security.

Visitors:

- All non-associates on company property must be issued a visitor pass by the appropriate administrative associate or receptionist.
- All visitors must sign in and out upon entering and leaving Buds Public School facilities.
- All visitors will be issued a dated visitor's pass, which should be returned to the issuing party when signing out.
- Any unauthorized visitor failing to secure a pass will be asked to leave the premises or report to the reception/security until a pass can be obtained.
- Visits are allowed only during official school hours.
- Visitors must provide a valid ID (Emirates ID / Passport / Company ID).
- Visitors must sign the visitor log book or complete digital registration.

Suppliers, Contractors, Delivery Personnel:

- All non-associates on company property must be issued a visitor or contractor pass by the appropriate administrative associate or receptionist with the following exceptions:
- Truck drivers will use their bill of lading as an acceptable ID provided it has their details are present on the document; however, such persons shall not be permitted outside their normal areas of pickup and delivery without being escorted by an appropriate associate.
- Delivery personnel (i.e., Aramex, Federal Express, etc.) will be permitted to make their deliveries to the reception or the Security or appropriate areas without a badge or pass, provided they do not go outside normal areas of pickup or delivery.
- Individuals entering Buds Public School grounds for the purpose of picking up or dropping off individuals will not be allowed outside of their vehicles unless they have been provided an appropriate pass.

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Safety:

All associates and non-associates are to comply with all safety rules, regulations and policies while on company property or in company vehicles.

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Reviewed By: Senior Leadership Team

Next Review: March 2027

Approved By: Mr. Donald Weilson (Principal)

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