PPS Visitors Policy 2026-2027

Phoenix Private School, Doha – For Students and Staff

Effective Date: August 2026

Approved By: Principal & Governing Body

Next Review Date: August 2027

1. **Mission, Vision, and Values**

Mission:
To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.
Vision:
To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.
Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

PPS Visitors Policy

At Phoenix Private School, the safety and well-being of our staff and students are paramount. This policy serves as our commitment to safeguarding all individuals within our premises and must be strictly adhered to by all concerned parties.

Objective:
The primary aim of this policy is to ensure the safety of all individuals present on our school site, protecting them from harm, danger, injury, abuse, or any other potential concerns. To that end, we require all visitors to adhere to the following policy, and we expect all staff members to actively support and enforce these guidelines.

Definition:
Visitor: Any person, including parents, contractors, or others, who is not employed by Phoenix Private School and has therefore not undergone the necessary safeguarding checks or regular safeguarding training.

Procedures for Visitors on School Premises:

- Visiting with Appointments:
  Visitors should enter the school premises only if they have a prior appointment, except when visiting reception or the finance office. Appointments are not mandatory for these areas.

- Recording Visitors:
  For visitors with appointments, employees must record their expected visit on the OneDrive log. This log will be accessible to both security and reception, ensuring awareness of the visitor's arrival.

- Unscheduled Visitors:
  In case of unscheduled visitors, security will provide them with the contact details of the staff member they wish to see and encourage them to make an appointment.

- Issuing Visitor Badges:
  Expected visitors will undergo security checks. Security will record their Qatar ID (QID) and issue a colour-coded visitor's badge to indicate their visitor type. This badge is mandatory for all

individuals entering the school who are not staff members or students of Phoenix Private School.

- Escort to Reception:
  Security will escort visitors to the reception area and wait until a receptionist is available to take over.

- Bathroom Access:
  If a visitor needs to use the restroom, a staff member must escort them to the staff bathrooms.

- Supervision:
  Visitors should never be left unattended and should not interact with students without supervision.

- Returning Visitor Badges:
  Upon concluding their visit, the responsible staff member must return the visitor badge to security and retrieve the visitor's QID.

Contractors:
Contractors should never be left unattended when the school is open to students. They must be accompanied by a staff member or security at all times. If the school is closed to students, security will monitor them through CCTV, ensuring all secure documents and resources are securely stored.

Student Collection Time - Parents:

- Parents and drivers are permitted to enter the school site for student collection from the red hall at 1:35 PM. Parents should enter through the designated collection door and wait until they are allowed into the red hall corridor.
- Parents should not walk through the red hall with children and should wait at the appropriate doorway to collect their children.
- To ensure a safe collection, parents should exit through the opposite doorway.
- Parents should not wander into other areas of the school, and staff members are responsible for addressing any deviations.

Student Collection Time - Drivers:

- Drivers can wait in the designated area of the red hall for their children.
- Drivers must visibly wear their Phoenix Private School ID badges while on-site.
- Non-sanctioned drivers, such as Uber drivers, are not permitted to enter the school premises.

Staff Responsibilities:

- Staff members are responsible for challenging anyone not wearing a staff or visitor ID badge.
- Staff members must question any individual with a visitor ID badge who is alone in the school.
- Staff members are accountable for continuously monitoring all visitors under their supervision and ensuring they exit the school through security.
- Visitors should exclusively use staff bathrooms.
- Under no circumstances should visitors be left alone with children.

Contact for concerns:
Any concerns regarding this policy or visitor behaviour should be directed towards **Mr. Daire Mccomiskey** or another member of the senior leadership team in his absence.

By implementing and adhering to these procedures, we reinforce our dedication to creating a safe and secure environment for all members of the Phoenix Private School community.