

## LEEDS International School - Visitor Guideline

### Mandatory Guidelines

All visitors to LEEDS International School must strictly adhere to the following guidelines. These measures are in place to ensure the safety and well-being of our students, staff, and the entire school community.

#### Guidelines:

- **Security Office Registration:** All visitors must register at the Security Office upon arrival, present valid photo identification, and obtain the appropriate visitor ID card. The visitor ID must be worn visibly throughout the entire visit. Entry will be denied to anyone without proper registration and identification.
- **Supervised Access Only:** Parents and other visitors are kindly requested to proceed only to the area communicated to the security personnel upon arrival. Movement to other parts of the school without prior approval is strictly prohibited. Please note that any unauthorized entry beyond the approved area will be considered a breach of school policy and may result in immediate removal from the premises.
- **No Physical Contact with Students:** Visitors must not touch, hold, or have any physical contact with students under any circumstances, except in genuine emergency situations where student safety is at immediate risk. All student interactions must occur in the presence of school staff.
- **Photography and Device Restrictions:** Taking photographs, videos, or recordings of students, staff, or facilities is strictly prohibited without written authorization. Personal devices must be used responsibly and not interfere with the educational environment.
- **Professional Conduct:** Visitors must maintain respectful behavior and appropriate language at all times. Any conduct that disrupts the learning environment or compromises safety will result in immediate removal.
- **Confidentiality Requirements:** All information observed during the visit regarding students, staff, or school operations must remain strictly confidential and not be shared with unauthorized individuals.
- **Emergency Compliance:** Visitors must follow all safety instructions and emergency procedures as directed by school staff. In emergencies, visitors must remain with their escort and follow designated protocols.
- **Restricted Area Policy:** Certain areas including class rooms, changing rooms, infirmary room, and staff-only zones are off-limits to visitors. Unauthorized access to restricted areas will result in immediate removal.

*We sincerely appreciate your understanding and support .*