The British School

Site Supervision

Principles

1. Student safety and security is our priority.
2. We have an open site which creates a unique learning environment, but also presents us with security challenges.
3. Parents are welcome on site in line with our safety, safeguarding and security supervision rules.

Parents

1. Parents and/or guardians are welcome on site to drop off and collect their children from school.
2. Identification tags must be worn at all times when a parent is on site and parents without identification tags should be sent to the guardhouse for a visitor badge.
3. Unless a prior appointment has been made (or a child is being collected due to illness), parents should not be on site between 9.00am and 2.15pm, and after 5pm.
4. Once parents have collected their children from school, they are responsible for the supervision of their child whilst on the school site and therefore should always be in close proximity and within the line of sight to their child.
5. Any child unsupervised will be directed to the primary reception or the secondary reception.
6. Parents and/or guardians dropping off lunches should do so at the guardhouse and not on site.
7. Visiting parents and other visitors should report to the guardhouse and the relevant reception, as per the visitor guidelines below.

Visitors

1. Visitors are to report to the guardhouse where they will be given an identification tag and must read and adhere to the safety, safeguarding and security rules.
2. Visitors need to be signed in by the member of staff they are visiting.
3. Identification tags must be worn at all times whilst on site.
4. Visitors must be supervised by a member of staff at all times, unless they have supplied all documentation in line with school safeguarding policy.
5. The full text of the visitors and volunteers policy can be found on the website.
6. Returning students should follow the visitor policy.

Students

1. Site supervision begins at 7.45am; students arriving in school before this will be unsupervised.
2. Students on site after 2.30pm (primary) or 3.30pm (secondary) must be in a club, meeting with a teacher, supervised by parents or studying in the library (secondary).
3. Sixth form students must wear their identification tags to allow them to move between the sixth form centre and main campus.