



Lighthouse Visitors Policy

REVIEWED: August 25, 2025

AMENDED:

APPROVED:

Policy

Lighthouse International School values the involvement of parents, professionals, and community members in supporting student learning and school life. At the same time, the school prioritises the safety, security, and privacy of all students and staff. This Visitors Policy ensures that every individual entering the school premises is identified, welcomed appropriately, and managed according to school safeguarding standards, Alberta Education health and safety regulations, and Cambridge International School operational expectations.

The purpose of this policy is to:

- Maintain a safe and secure environment for students and staff.
- Ensure that all visitors are appropriately identified, authorised, and supervised.
- Promote a professional and respectful atmosphere for all interactions on campus.
- Protect student privacy and uphold child safeguarding requirements.

Definition: A visitor is any individual who is not a current student, employee, or contracted service provider of Lighthouse International School. This includes but is not limited to: Parents and guardians, External specialists or consultants, Contractors, delivery workers, Inspectors, accreditation teams, or educational partners.

Procedures

1. Entry and Check-In Procedure

- All visitors must enter the campus through the main reception area ONLY.
- Visitors must sign in using the school's Visitor Logbook or Digital Register, providing full name, purpose of visit, and contact details.



- A Visitor Badge will be issued and must be worn visibly at all times while on campus.
- Visitors are not permitted to move unaccompanied beyond designated areas. A staff escort will accompany them when required.
- Upon departure, visitors must sign out and return their badge to reception.

2. Supervision and Conduct

- Visitors are expected to conduct themselves in a respectful and professional manner at all times, consistent with the school's ethos and the Staff and Parent Codes of Conduct.
- Photographs, recordings, or any form of data collection on campus are strictly prohibited without prior approval from the Head of School.
- Visitors must follow all staff instructions and comply with safety or evacuation procedures if required.
- Smoking, vaping, alcohol consumption, or the use of offensive language on school grounds is strictly prohibited.

3. Parent Visitors

- Parents and guardians are welcome on campus for scheduled meetings, events, or drop-off/pick-up times, as outlined in school communications.
- Spontaneous classroom visits or interactions with teachers during lesson time are not permitted unless prearranged.
- Parents attending events must follow all school visitor protocols and remain in approved areas.

4. External Contractors and Service Providers

- Contractors performing work on campus must sign in and wear a Contractor or Visitor ID Badge.
- All contractors are required to comply with the school's Health and Safety Guidelines.
- Contractors working near or within student areas must have a verified criminal background



5. Educational Visitors, Guest Speakers, and Volunteers

- Guest speakers, volunteers, or educational visitors must be pre-approved by a member of the Leadership Team
- All guest content must align with the school's values, curriculum goals, and safeguarding guidelines.
- Volunteers working regularly with students must undergo relevant background screening and orientation before beginning.

6. Safeguarding and Child Protection

- The safety and wellbeing of students are paramount.
- No visitor is permitted to be alone with a student. Visitors should be accompanied by a member of staff during their time on the school site.
- Staff must immediately report any unauthorised visitor or concerning behaviour to the Designated Safeguarding Lead (DSL) or Head of School.
- The school reserves the right to deny entry or remove any visitor who poses a potential risk or acts inappropriately.

7. Emergency or Evacuation Situations

- In the event of a fire drill, lockdown, or emergency, all visitors must follow the directions of school staff.
- Visitor attendance must be confirmed on evacuation registers at the designated assembly point.

8. Record Keeping

- The Visitor Logbook serves as an official record for all persons entering and exiting the premises.
- Visitor logs will be reviewed periodically by the Leadership Team to ensure compliance and security effectiveness.

Review - This policy will be reviewed annually by the Leadership Team