

Visitors Policy for access to the school by unauthorised persons

1. Reference legislation

Any unauthorised person, without the authorisation of the Headteacher or his/her delegate, is prohibited from accessing and circulating in the internal and external spaces of the school buildings that make up the Institute.

Access by persons outside the Institute is regulated in accordance with current safety and privacy regulations, in particular:

- Legislative Decree 81/2008 - Consolidated Law on Health and Safety at Work;
- Legislative Decree 196/2003 and GDPR 2016/679 - Protection of personal data;
- Ministerial guidelines on external access to schools.

These regulations guarantee the safety of pupils, staff and school property, while ensuring the traceability of external visitors.

2. Purpose

This policy governs the manner in which persons outside the school community may access school premises, in order to:

- ensure the safety of pupils and staff;
- protect school property;
- prevent unnecessary interruptions to lessons and other educational activities;
- ensure the traceability of external visitors;
- comply with safety and privacy regulations.

3. Scope of application

The policy applies to the H-International School Rosà campus during school hours and during authorised extracurricular activities.

4. Classification of visitors

Type	Example	Way to access
Escorted visitors	Summoned parents, publishing representatives, guests, external organization operators	They must always be accompanied by a school staff member or an assigned teacher.
Unescorted visitors (technicians/maintenance staff)	Electricians, plumbers, IT technicians, cleaning companies, security or maintenance personnel	They may access the premises unescorted only after registration, identification, issuance of a temporary badge, and authorization from the Principal or Deputy

5. Access procedures

5.1. Access for accompanied visitors

- Presentation at the reception or secretary's office.
- Registration in the Visitors' Register.
- Information on the rules of conduct to be followed.
- Wait for authorised escort.
- Constant escort during stay.
- Registration of departure time at the end of the visit.

5.2. Access for technicians or maintenance workers (unaccompanied)

1. Presentation at the reception desk.
2. Registration in the Access Register and delivery of temporary badge.
3. Information on:
 - safety rules;
 - accessible areas;
 - emergency procedures.
4. At the end of the visit:
 - return your badge;
 - record your departure time;

Exceptions

Visitors/parents participating in scheduled open days, sporting events or other school activities by invitation will be managed by sending a QR code that will be used to access the school. Anyone participating in school events must remain in the areas where the events are taking place.

6. Rules of conduct for external visitors

- No unauthorised access to premises.
- No interaction with pupils without authorisation.
- Respectful behaviour in accordance with safety regulations.
- No photos or videos inside the school building.

The School reserves the right to escort persons who behave in an aggressive or threatening manner towards staff members, students, managers, parents or other visitors off the premises.

7. Unidentified individuals

It is the responsibility of all staff to politely question anyone entering the school premises unaccompanied and without a clearly visible badge. Such visitors will be escorted to the Secretariat where they can register.

If a visitor cannot be identified, the Headteacher or a member of the DSL or coordinators will be informed immediately. If a visitor refuses to go to the School Office, becomes aggressive or offensive, they will be asked to leave the premises and the assistance of the police may be sought.

8. Responsibility

The Headteacher is responsible for implementing this policy and may delegate the operational management of access to the Coordinator or other designated persons.

9. Documents to be used

For all accesses

1. Visitor Register – personal details, reason for visit, times, signature.

For technicians/maintenance workers

1. Technical/Supplier Access Register – company, first name, surname, type of work, times.
2. Temporary “Visitors” badge – issued and collected daily.

10. Document storage

Registers and forms must be kept at the secretariat for at least 12 months, in paper or digital format, in compliance with privacy regulations (GDPR and Legislative Decree 196/2003).

Revised on 4th September 2026