



Visitors code of conduct and procedure

Introduction:

In line with KIES values, we are eager to **Engage** with parents and external agencies to bring about the most success for students in our care. As well, we aim to keep all students **Safe** during their time in school, and request all visitors follow this example and code of conduct.

1. General Visitation

All visitors must **report to the security office** before entering the school. Their **Civil ID will be collected**, and they will be issued a **visitor badge**, which must be returned upon exit.

Once in reception, staff will assist visitors with directions, and security or nannies can escort them if necessary.

Visitors are expected to:

- Remain only in the **approved area** and not move elsewhere without permission.
- Use **adult bathrooms only**.
- Avoid being **alone with any student** other than their own child.
- **Not use the elevator** if a student is inside.
- Communicate **politely and cooperatively** with staff.
- Dress in a manner that is **respectful of Kuwaiti culture**.
- **Enter only through the main reception** (or the Early Years reception during its opening hours).
- Early Years collection should be at the **EY reception only**. Parents should NOT walk through the school for collection.

2. Special Event Visitation

For school events, parents will receive **clear instructions** beforehand regarding procedures for the day. Staff will also communicate event expectations to visitors upon arrival.

For large events involving many parents, individual visitor badges **will not be issued**. However, all visitors are expected to **remain within designated areas**, and staff will be present to ensure the event runs smoothly and safely.



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3. Maintenance Worker Visitation

When maintenance work is carried out **during school hours**, workers must follow the **General Visitation** procedure. Civil IDs and visitor passes will be issued accordingly, and **security will be assigned to monitor** the work area until completion.

For maintenance conducted **outside of school hours**, security will remain on-site to **supervise and record** the visitors time in the building.

Thank you in advance from KIES Leadership for your support