



## **Providence English Private School**

### **School Visitors Code of Conduct**

*We are committed to maintaining a safe and respectful environment for our students, staff, and visitors.*

*Modified: September 2023*

Providence English Private School is committed to providing a safe and productive learning environment for our students, staff, and visitors. To ensure the safety, security, and well-being of everyone on our premises, we have established the following School Visitors Code of Conduct. All visitors are expected to adhere to the following guidelines while on the school grounds.

**1. Respect for School Policies and Regulations:**

Visitors must adhere to all school policies and regulations, including but not limited to safety guidelines, dress code, and security measures.

**2. Visitor Identification:**

All visitors must check in at the main office upon arrival, provide valid identification, and receive a visitor's badge. Please wear the badge at all times while on the school premises.

**3. Purpose of Visit:**

Visitors are expected to have a legitimate purpose for their visit to the school, such as attending a scheduled meeting, conference, or school event. Unauthorized access to school premises is strictly prohibited.

**4. Scheduled Appointments:**

Visitors should schedule appointments in advance whenever possible to ensure that the school staff is prepared to receive them. You can always schedule appointment by emailing [admin@peps.ae](mailto:admin@peps.ae) or the concerned person directly.

**5. Confidentiality and Privacy:**

It is essential to respect the confidentiality and privacy of students, staff, and other visitors. Please refrain from discussing sensitive information with others.

**6. Professional and Respectful Behavior:**

Visitors are expected to exhibit professional and respectful behavior at all times. This includes using polite language and maintaining a positive attitude.

**7. Restricted Areas:**

Access to certain areas of the school may be restricted. Please respect these restrictions and avoid entering areas marked as "Staff Only" or other designated zones.

**8. Safety and Security:**

In the interest of safety, visitors must follow all evacuation procedures and directions from staff in case of an emergency.

### **9. Photography and Recording:**

Photography and recording within the school premises are prohibited unless explicit permission has been granted by the school administration.

### **10. Disruptive Behavior:**

Visitors are expected to maintain a quiet and non-disruptive presence while on the school grounds. Any disruptive behavior may result in a visitor's removal.

### **11. Child Protection:**

The school has a strict child protection policy in place. Any concerns about the well-being of students must be reported to school authorities immediately.

### **12. Feedback and Concerns:**

If visitors witness or experience any behavior that violates this code of conduct, they are encouraged to report it to the school administration.

We welcome feedback and suggestions from our visitors. If you have any feedback, please communicate them through the appropriate channels, such as the school administration office or email [contact@peps.ae](mailto:contact@peps.ae)

### **13. Compliance with UAE Laws:**

Visitors must comply with all UAE laws while on the school premises.

### **14. Compliance with COVID-19 Protocols:**

During the ongoing COVID-19 pandemic, visitors must follow the school's COVID-19 protocols, including mask-wearing, social distancing, and hand hygiene.

### **15. Follow Instructions:**

Visitors must comply with any instructions given by school staff or security personnel.

### **16. No Discrimination:**

Discrimination based on race, religion, gender, or any other characteristic is strictly prohibited.

Failure to adhere to this code of conduct may result in a visitor being asked to leave the school premises. Providence English Private School reserves the right to deny future access to individuals who repeatedly violate this code.

We appreciate your cooperation in maintaining a safe and positive environment at Providence English Private School. We believe that by following these guidelines, we can create a respectful and conducive atmosphere for our students to thrive in.

This School Visitors Code of Conduct is subject to change, and all visitors are expected to familiarize themselves with the most current version during each visit to the school.

We appreciate your understanding and support in our commitment to the well-being of our students and staff.

**Linked Policies:**

[Security Guards Policy](#)

[Safeguarding and wellbeing policy](#)