

VISITORS PRE-APPROVAL PROCEDURE TO DR. GRAHAM'S HOMES

Visitors are always welcome and the Homes extends a warm and enjoyable visit to everyone.

However, whatever the purpose of the visit, the Homes has a legal duty of care for the health, safety, security and well-being of all students and staff. This duty of care incorporates the duty of 'safe-guarding' all students from being subjected to any form of harm, abuse or nuisance.

To comply with the requirements of the Dr. Grahams Homes '*Child Protection & Safe-Guarding Guidelines 2021*', the DGH Board of Management (BOM) has introduced a security protocol for ALL visitors wishing to enter the premises.

To be clear - a "visitor" is a supplier/contractor, parent/guardian; guest; tourist; OGBs and/or ex-staff, etc.

GUIDE FOR VISITORS

1. All visitors **MUST** obtain approval prior to entering any of the premises on the school campus
2. Approval is authorised by members of the School Executive (i.e. the Principal/Headmaster/ Bursar)
3. There are two ways to get approval to visit the campus:
 - a. Get pre-approval via email request to the following homesprincipal@gmail.com / headmaster.dgh@gmail.com / bursar.dgh@gmail.com.
 - b. Visit the Main Administration Office on the day, Monday to Friday between 9.00 am – 3.00 pm.
4. On the day of visit (whether pre-approved or not)– all Visitors must report to the Main Administration Office:
 - a) Visitors will be provided with a Visitors Badge (deposit of Rs.100/Visitor/day)
 - b) The Badge is to be returned to the Main Administration Office, prior to departing (deposit will be refunded).

Visitors must adhere to the Visitors Guidelines – provided at the time of receiving approval. These guidelines are not extensive and are not intended to prohibit or prevent the presence of family members, guests and OGBs on the campus.

NOTE :

- Option 1(a) is the preferred option as there is potential for delays with Option 1(b) on the day.
- Weekends and Holidays entry granted only, with pre-approval being received.