



NEW ERA SENIOR SECONDARY SCHOOL

Visitor Management Protocol

Applicability: All visitors including parents, guardians, contractors, and official guests

1. Purpose & Scope

To ensure the safety, security and welfare of students, staff, and visitors on school premises by controlling, recording and supervising all external access while maintaining a welcoming environment.

This policy defines the procedures for visitor *entry, verification, supervision, record-keeping, CCTV usage, and emergency handling.*

2. Definitions

Visitor: Any person entering school premises who is *not* a currently registered student or staff member — including parents, guardians, vendors, delivery personnel, volunteers, consultants, or official visitors.

Authorized Visitor: A visitor approved by the Principal or School Administration for *specific purposes* (e.g., guardians meeting children, official vendors, and inspectors).

Visitor Pass: A temporary identification card issued to a visitor after screening and sign-in.

3. Core Protocol

A. Entry & Access Control

1. Single Point of Entry:

During school hours, all visitors must enter *only* through the designated main gate or reception. Unapproved access from other gates is strictly prohibited.

2. Appointment Requirement:

— All visitors should *pre-schedule appointments* where feasible.

— Parents wishing to meet a teacher must *book through the school office* or an official appointment system.

3. Security Screening:

— Security personnel will verify the visitor's identity using a valid government ID (e.g., Aadhaar, passport).

— Visitors must fill in the *Visitor Register* with name, organization/relationship, purpose of visit, person to be met, time in, and expected time out.

4. Visitor Pass:

After verification, a school-issued *Visitor Pass* must be worn visibly at all times on campus.

5. **Escorted Access:**

Visitors (except for approved CCTV/maintenance staff or scheduled parent-teacher interactions) must be *accompanied* by school staff while on campus.

4. Records & Data Management

1. **Visitor Register:**

A physical or electronic record must be maintained at the reception/security desk and include:

- Visitor's full name & contact
- Date & time of entry
- Purpose of visit
- Person visited
- Time of exit

This register is maintained for audit and safety compliance.

2. Visitor records must be archived *in accordance with school record-keeping practices* for periodic review and compliance audits.

5. CCTV & Surveillance

1. **Placement:**

CCTV cameras must be placed at all entry/exit points, reception, corridor junctions, and other strategic locations while respecting privacy norms (e.g., *not in toilets*).

2. **Usage:**

- Surveillance is for safety, detection of unauthorized access, and incident review.
- Cameras act as *deterrence and evidence support* in case of disputes/emergencies.
- Signage must inform campus users of camera surveillance.

3. **Footage Handling:**

School administration/legal authorities should oversee recorded footage, preserving it as per policy before secure disposal or use in approved investigations.

6. Parents & Guardian Visits

1. **Scheduled Visits:**

Parents/guardians may meet their wards *outside instructional hours* or during scheduled Parent-Teacher Meetings, after *prior intimation* and verification.

2. **Emergency Access:**

In urgent situations, visits are permitted upon approval by the Principal/Delegate with proper identification and record entry.

3. **Restricted Areas:**

Parents/guardians are *not permitted* inside classrooms or Dining hall areas unless explicitly approved and supervised by school authorities.



7. Vendor & Contractor Access

1. All vendors, maintenance personnel, and contractors must seek authorization prior to arrival and provide *work orders/identity proofs*.
2. They must be escorted by a staff representative during their time onsite.

8. Media, Press & External Representatives

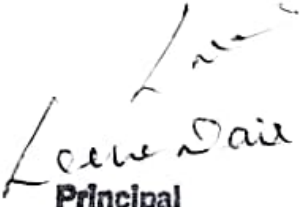
1. Press or media personnel may enter only with prior written approval from the Principal.
2. Their access is restricted to designated areas and must be *escorted at all times*.

9. Violation & Enforcement

1. Any individual violating this policy may be asked to *exit the campus immediately*.
2. Special unauthorized access incidents are to be reported to designated authorities and recorded for disciplinary review.

10. Review & Update

This policy is to be reviewed *annually* by the Principal and a Safety Committee inclusive of staff and parent representatives to incorporate improved practices and legal requirements.


Principal
New Era Sr. Secondary School
Vadodara - 390 002.

