



European School LLC

შპს ევროპული სკოლა

The European School Visitor Management Policy



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Visitor Management Policy

The European School is committed to fostering a safe, welcoming, and well-organized environment for students, staff, and visitors. This policy establishes the rules and procedures for managing visitors, ensuring high standards of safety, security, and the efficient operation of the school's daily activities. It applies to all individuals visiting The European School premises, including parents and guardians, contractors, delivery personnel, educational officials and inspectors, and other guests.

1. Staff Identification

All staff members of the European School are required to wear identification cards with blue ribbons for easy recognition (Appendix 1). These cards must remain visible at all times while on campus to ensure security and facilitate streamlined identification.

2. Visitor Eligibility and Pre-Approval

Only individuals with a pre-approved purpose, such as parents, volunteers, vendors, or invited guests, are permitted to visit the European School.

3. Check-In and Identification Procedures

All visitors must check in at the Security office upon arrival and present a government-issued ID to verify their identity. Visitors will receive a VISITOR card, which must be worn visibly throughout their visit.

a. **Sign-In and Sign-Out:** Visitors, including special guests, must sign in upon arrival and sign out upon departure. Security records each visitor's name, contact information, purpose of visit, destination, and entry/exit times.

b. **Card Issuance:** Visitor cards are issued at check-in and are color-coded for easy identification (Appendix 1):

- ES Parents and guardians: Yellow (card, ribbon)
- Other visitors: Red (card, ribbon)

c. **Card Visibility:** All cards must remain visible at all times on campus.

4. Access Restrictions

- Visitors are permitted only in designated areas and are restricted from accessing sensitive locations (e.g., locker rooms, staff lounges, classrooms, health centers) unless prior authorization is granted.
- Visitors must use the main entrance for both entry and exit to maintain controlled campus access.

- **School Hours and After-Hours Policy:** Visits are limited to regular school hours unless specifically authorized by school administration for after-hours access.

5. Parents and guardians Visits

Parents can arrange a visit with the school administration in advance. Information about the visit must be provided to the security service to ensure proper coordination and adherence to safety protocols.

6. Tours

School tours must be registered in advance through the **OpenApply** portal. Upon registration, the reception desk coordinates with security to provide details such as the time of visit and names of attendees, ensuring a smooth check-in process.

7. Special Guests

Preparation for the arrival of special guests must be completed in advance. Information about the guests should be provided to the director's assistant to expedite their registration process. The reception and security teams will be notified ahead of time about the guests' arrival schedule and purpose of visit to ensure all necessary arrangements are in place.

8. Unplanned Visits:

If a visit is not pre-arranged or reserved, the security service must provide the reception with the visitor's name and purpose of the visit. To gain admission, the reception assistant must contact the school administration. Only after receiving permission will the security service register the guest, issue a visitor card, and escort the guest to their destination.

9. Delivery Services

Access to the school premises for vehicles delivering food, household supplies, stationery, and other goods is permitted exclusively through the rear entrance, unless otherwise prearranged with the Security Department and the School Administration. Suppliers are required to present a valid authorization card (Appendix 2). The Security Department ensures the recording of their entry and exit times. Suppliers are permitted to remain only in areas that have been pre-approved.

10. Postal Deliveries and Correspondence Management.

The following guidelines must be followed when handling postal deliveries and correspondence addressed to the school:

- All postal packages and letters must be verified by the security or reception team upon arrival.
- **Restricted Access:**
 - Delivery personnel are permitted to access only the reception area to hand over packages or letters, subject to prior approval by security personnel. They are strictly prohibited from moving freely within the school premises unless special authorization has been granted.

- Safety Screening:
 - Any suspicious or unregistered package must be reported immediately to the school administration for further investigation and necessary actions.
- Recipient Notification:
 - The recipient will be notified promptly, and the package securely stored pending collection

11. Reporting Suspicious Activity

Any staff member who notices suspicious activity should report it immediately to the main office or security personnel. Students aged 12 and above are also encouraged to report any unusual behavior to a trusted staff member.

12. Staff Awareness

All staff are made aware of the visitor policy. It is essential that every staff member understands the importance of enforcing and adhering to the policy. Awareness ensures consistency in applying the visitor management protocols across the school.

This policy is available on the school's website and is also shared with visitors in advance to allow them to familiarize themselves with the safety protocols and ensure their proper adherence.

ES STAFF



ES Parents



Other visitors





დაშვების ბარათი კვებისა და მომარაგების მოწოდებისთვის/ Admit Card for Food and Supply Deliveries

მისამართი / Address: შენობა A ი.სხირტლადის #2; შენობა B კ.კუთათელაძის #10ა; შენობა C ალ.ყაზბეგის გამზ. #47;
Building A I.Skhirtladze #2; Building B 10a, K.Kutateladze str; Building C Al.Kazbegi Ave. #47;

შენობა/ Building A B C

მოწოდების წარმომადგენლის ინფორმაცია / Delivery Representative Information

სახელი / Name: _____

კომპანია/ორგანიზაცია / Company/Organization: _____

მიზანი (მაგ. საკვები, მომარაგება) / Purpose (e.g., Food, Supplies): _____

მანქანის საწმრე ნიშანი / Vehicle License Plate: _____

საკონტაქტო ნომერი / Contact Number: _____

მოწოდების დეტალები / Delivery Details

შესვლის თარიღი / Date of Entry: _____

დაგეგმილი შესვლის დრო / Planned Time of Entry: _____

დაგეგმილი გასვლის დრო / Expected Time of Exit: _____

დაშვების ნებართვა / Access Authorization

- სკოლის უკანა შესასვლელი / Rear Entry Area
- წინასწარ განსაზღვრული მოწოდების ზონები (დაზუსტება) / Pre-Arranged Delivery Zones Only (Specify): _____

უსაფრთხოების შემოწმება / Security Verification

ვიზიტორებისა და მიწოდებების სრულყოფილი კონტროლის უზრუნველყოფას და უსაფრთხოების ნორმების დაცვის მიზნით:

For the purpose of ensuring complete control over visitors and deliveries and maintaining compliance with safety standards:

- დაცვის თანამშრომელმა უნდა შეამოწმოს ვიზიტორის ან მიწოდების წარმომადგენლის პირადობის დამადასტურებელი დოკუმენტი (მაგ., პირადობა, მართვის მოწმობა ან კომპანიის საბუთი).
- დაცვის თანამშრომელმა უნდა ჩაწეროს ვიზიტორის შესვლის და გასვლის დრო. ეს შეიძლება განხორციელდეს ელექტრონულ ჟურნალში ან ბეჭდურ ფორმაში.
- დაცვის თანამშრომელმა უნდა ჩაწეროს ნებისმიერი დამატებითი ინფორმაცია ან განსაკუთრებული გარემოებები, რომლებიც დაკავშირებულია ვიზიტორთან ან მიწოდებასთან (მაგ., დაგვიანება, არასრული დოკუმენტაცია, რაიმე გაუთვალისწინებელი ინციდენტი, დამატებითი დეტალები უსაფრთხოების მიზნით, ან სხვა საკითხები).
- The Security Guard must verify the visitor's or delivery representative's identification document (e.g., ID card, driver's license, or company document).
- The Security Guard must record the visitor's entry and exit times. This can be done in an electronic logbook or a physical form.
- The Security Guard should record any additional information or specific circumstances related to the visitor or delivery (e.g., delays, incomplete documentation, any unexpected incident, additional details for security purposes, or other issues).

წარმომადგენლის შეთანხმება / Representative's Agreement

ვადასტურებ, რომ ვიხმარ მხოლოდ წინასწარ განსაზღვრულ მიწოდების ზონებს და არ შევალ დაუმტკიცებელ ტერიტორიებზე. ვეთანხმები სკოლის უსაფრთხოების და დაცვის ყველა წესს.

I acknowledge that I am restricted to pre-arranged delivery areas specified above and will not enter unauthorized areas. I agree to comply with all school security and safety policies.

წარმომადგენლის ხელმოწერა / Representative's Signature: _____

თარიღი / Date: _____

უსაფრთხოების ოფიცრის დადასტურება / Security Officer's Confirmation

სახელი, გვარი / Name, Last Name _____

ხელმოწერა / Signature: _____