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Campus Access Policy

2025 – 2026

Riffa Views International School (RVIS) - Campus Access Policy

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DOCUMENT CONTROL	
Policy Reference	Campus Access Policy – RVIS -25-06
Date Adopted	August 2025
Last Review Date	August 2025
Next Scheduled Revision (yearly)	April 2026

Philosophy & Purpose

RVIS is committed to maintaining a welcoming, secure environment by ensuring that all campus visitors comply with protocols aligned with international safeguarding standards and IB expectations.

Visitor Registration & Identification

- All visitors must enter via the main entrance and report immediately to Reception. All other entry points remain locked during school hours to support controlled access.
- At Reception, visitors must:
 - Provide government-issued CPR Card or Passport for verification
 - Sign in and out, including name, organization, purpose of visit, and time stamps
- Visitors receive a visitor badge or lanyard, which must be worn and visible at all times while on campus.

Visitor Escort Procedures

- All external visitors, including parents, contractors, volunteers, service providers must be escorted by a designated host or staff member for the duration of their visit.
- A supervision ratio of at least one escort per five visitors is enforced for groups or visitors requiring special oversight.

Specific Guidelines: Volunteers, Parents & Vendors

- Volunteers and repeat visitors must undergo formal screening or background checks, in line with safeguarding policy.
- Contractors and vendors must be preapproved. They must present ID at arrival and be accompanied at all times; unsupervised access is prohibited.

- Parents and guardians, including prospective families:
 - Should schedule visits in advance, and
 - Must be escorted throughout their campus presence.

Unauthorized or Unannounced Visitors

- Any person arriving without prior registration will be approached politely and asked to identify themselves. Access is granted only when approved by authorized staff. Uncooperative individuals may be asked to leave immediately and report to senior leadership or authorities if necessary.

Emergency Escalation & Unauthorized Access

- In the event of unauthorized attempts or security breaches, staff will initiate emergency protocols, notify leadership, and if needed contact law enforcement.
- Visitor logs provide real-time information for accounting during evacuations or emergencies, ensuring no guest is unreported.

By enforcing clear, transparent access procedures and defined responsibilities, RVIS upholds a campus environment that is both welcoming and secure. Our practices align with global safeguarding standards, ensuring student safety and the integrity of our learning community. This policy will be reviewed annually.