



**LIFEFORTE INTERNATIONAL SCHOOLS**  
**LIFEFORTE VISITOR POLICY**  
**2025/2026 Session**

This policy is the responsibility of the ED Security to review and update annually.

**Scope**

This policy covers the processes to be undertaken on the attendance of a visitor to Lifeforte International School. For the purpose of this policy, a visitor can be a parent, prospective parent, supplier, external artisan, contractor, person seeking business/or employment, government official, personal visitor to staff on duty, personal visitor to resident staff off duty, or any other external person/business representative. The School welcomes visitors to site who look to support the staff and students in the wide range of activities that takes place at Lifeforte. At the same time the school has a legitimate interest in avoiding disruption to the educational process and of protecting the safety and welfare of students and staff.

**Objective**

To maintain a secure and safe environment for students and staff.

**Guidance**

All visitors, with the exception of Kitchen and Maintenance Deliveries, are required to sign in at the Gate House Reception. A form must be filled by the visitor and taken into the front office for clearance into the premises. Visitors cleared to enter will be given a visitor's tag that must always be worn within the premises. If a member of staff finds someone on site who they do not recognise and is not wearing a visitor's tag, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.

If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the security or Police on site should be sought.

All visitors are to be met at the reception by the staff member responsible for the visit. They are then responsible for the conduct of the visitor throughout their visit and where appropriate, must ensure the visitor(s) is/are accompanied at all times.

At the end of the visit, visitors must sign out in the relevant book and return the tags they were given.

Parents and visitors should only use the designated adult toilet facilities at the reception and must not access student toilet and changing facilities.

**Visiting Day Protocol**

Parents and guardians who visit the school for this purpose will observe the following protocol.

All visitor activity will be confined to the school premises.

The main gate only will be used for access into and exit from the school.

The usual gate house protocol will, on this day, be extended to the entire car park area - forms will be given at the gate as cars drive in to park. Visitors will complete the forms while in their parked cars, the forms will be collected by Lifeforte security and taken into the administration building for clearance.

Only bona fide parents/guardians with children/wards currently in the school will be given clearance to come in on this day. Visitor's tags will not be used on this day. No other visitors will be attended to on this day and will not be granted access into the school building. They will be advised to return on a regular working day to conduct their business.

Cleared visitors will be conducted into the admin/reception hall where they will visit with their children. All students will remain in the hostel until their parents/guardians have been cleared to see them. Other family members or friends who have come with the parents/guardians are also free to visit with the children of the parents/guardians they have accompanied. Armed security details are not permitted into the building but may remain within the premises at the car park.

### **Types of Visitor**

Please note this list is not exhaustive but covers main categories

#### **Parents/Guardian**

New Term/Mid Term Resumption Drop off

Resumption day protocol in school:

Upon arrival, students and their parents/guardians must report to the main school gate. Standard gatehouse procedures will be extended to the entire car park, but no tags will be given. Visitors will complete forms in their cars, which will be collected by Lifeforte security for administrative processing, after which the Parents/guardians and students must proceed to the administration building for clearance before heading to the hostels. Hostel gate security will verify clearance slips before allowing entry. House parents and luggage handlers will meet and receive the students and their belongings in the designated parking area after which the Parents/guardians are expected to depart.

#### **Resumption day protocol at the Train Station:**

The train service is unavailable on the first day of the school year and to new students.

Returning students require prior booking due to limited spaces. Students must arrive at the station 30 minutes before departure, accompanied by a parent/guardian. School officials will verify student identity and fee payment before boarding. Only listed students with confirmed bookings and fee payments will be allowed to travel.

#### **Resumption day protocol at the Abuja Airport:**

The Abuja-Ibadan flight service is unavailable on the first school day and to new students.

Parents/guardians are responsible for booking with the school, putting the children on the correct flight and monitoring to ensure it takes off as scheduled. School officials will meet arriving students at the airport at Ibadan. Returning students must book flights at least two weeks in advance and confirmation received by the school that their fees have been paid. Sending students without payment confirmation may result in their not being allowed to attend classes or their ultimate return to Abuja at the parent's expense.

Proxy Drop off/Pick up: in the case where a parent /guardian gives consent for a specified adult known to them to pick up their child

Exeat Leave pick up/drop off: in the case where a parent/guardian is given special authorization by request to pick up a child for an important reason

### **Contractors/Sports Support**

All must sign in at the respective Gate House Reception.

Risk assessments must be undertaken by the person receiving the visitor. If this is a regular visitor, a risk assessment can cover a term/academic year.

### **Contractors**

Contractors undertaking work within the School must be supervised.

### **Visiting schools**

Students and staff from visiting schools attending events are required to sign in and out via Reception. This can be done by the visiting member of staff submitting a list of names to Reception or event organiser. Whilst on our premises visiting students and staff are required to comply with the rules and expectations of the event organisers with regard to safety, access and conduct.

## **Appendix 1**

HOSTEL RESIDENTS' VISITOR PROTOCOL

**Boarding and Residential Staff Visitor Guidelines**

Lifeforte Hostel premises is a protected area. Therefore a security protocol has been put in place to guide the conduct of persons living, working or visiting within this protected area and to direct the entry and exit of vehicles into the premises.

#### **\*WORKING RESIDENTS\***

Working residents may not receive visitors in the hostel premises.

A working resident is any member of staff who in discharge of their responsibilities towards the students are temporarily resident within the hostel.

#### **\*FULL RESIDENTS\***

A full resident is any member of staff who with their family are allowed to reside in any one of the apartments adjoining the hostel buildings. Family in this context means the full resident's nuclear family and legal dependents (underage persons they are solely responsible for). This, does not include friends or adult relatives they are not legally responsible for. All family members and legal dependents living with the resident must be registered with the security.

#### **\*VISITORS\***

Full residents may receive visitors only in their apartments and are responsible for the conduct of their visitors while on the premises. Each visitor must fill out the visitors form then wait at the gate to be received by the host, who will also sign to receive the visitor(s). The visitor must be taken by the host straight to the host's apartment and must remain there until the visit is over. All visitors must leave the premises the same day they came by 8pm latest. When the visit is over the visitor must be escorted straight back to the gate to sign out. If the visitor came with their own car please see the vehicle section below. For visitors who intend to stay overnight or longer the host must fill out the risk assessment form prior to the visit and submit it to the ED Security or the ED Mentoring and Child support for vetting.

#### **INAPPROPRIATE VISITOR BEHAVIOUR**

The school reserves the right to remove any personal visitor who violates the following rules:

1. Visitors are not permitted to engage with the students in any way: no interviews, no questioning, no physical contact.
2. Visitors are not permitted to give anything to students or to receive anything from them.
3. Visitors must restrict their movements only to the apartment of the host and are not allowed to walk around or sightsee or enter into student restricted hostel quarters.
4. Visitor must not come earlier than 9am and must leave latest by 8pm on the same day they came.

#### **Workmen**

Except in cases of emergency, workmen not already approved by the school are not permitted to come in and carry out any form of work at the hostel. All artisan work must be done by the official workmen approved by the school.

#### **\*Privately engaged mechanics\***

A privately engaged mechanic may be allowed into the premises for the purposes of taking away a private vehicle that has broken down within the premises.

Such entry may be permitted

1. Only between 9am and 4pm on a weekday
2. When the students are not in the hostel and
3. The mechanic must be signed in as a visitor and received by the resident, who will be responsible for his actions and whereabouts until he leaves