

**Policy**

It is the policy of Stichting AFNORTH International School, taking into consideration security requirements, to encourage visits in the school by parents and the public.

**Procedures**

1. All visitors shall check in through security.
2. All visitors are to report to the national office first.

*Access for Non-Department of defence identification card holders*

3. Non-Department of defence identification card holders shall exchange picture identification with the guards on duty for a visitor's pass. This pass is to be turned in upon exiting the premises.
4. The MOD guard is to call the national office or staff member to ensure they are present and ready to receive the visitor.
5. The national office is to inform via mail (afnorth.modguards@eu.dodea.edu) the MOD guards of expected visitors – name, date, time of arrival and license plate number.
6. For after-hours school events it is the responsibility of the 'host' to gain permission from a national office ahead of time, and for the national office to inform the guards of impending visits. These expected visitors are to be issued an AFNORTH visitor pass (passport, picture ID left with the guards) by the guards. In the case of big events, the Director is allowed to deviate from this procedure for a limited time.

*Access for Department of defence identification card holders and parents on the directorate access list*

7. Department of defence ID card holders and parents on the directorate access list shall be given access to the campus and shall register with a national office or the directorate, where they will be given a national visitor identification card. The national identification pass is to be returned to the national office upon exiting the premises.

Cross Reference  
7030 Visitation in the School  
Policy

Date Approved  
20 November 2012

Legal Reference  
International Staff Handbook  
BOG November 2011