



VISITORS POLICY

Area:

Ownership: Director of Student Wellbeing/ PR Coordinator

Latest revised: September 2023

United World College in Mostar- Visitors Policy

The purpose of this policy is to ensure the safety and well-being of all students, staff, and visitors on the premises of the United World College in Mostar. This policy outlines the procedures for registering, screening, and supervising all visitors on campus. By implementing this Visitors Policy, UWC Mostar can ensure a safe and secure environment for all students, staff, and visitors.

Scope:

This policy applies to all visitors, including alumni, parents, guardians, family members, and other authorized individuals, who wish to visit any of UWC Mostar facilities.

Visitor guidelines for conduct

All visitors must announce their visit and register with the relevant staff member before entering any of the College facilities at least three days in advance. All visitors should wear a visitor card visibly.

1. Please ask for permission from UWC Mostar before taking any photos or videos; we ask you not to take photos of students, or staff members and any images from the College may only be used for personal purposes, no images may be posted publicly via social media or other channels if they contain images of students or staff members
2. College may conduct background checks on some visitors. Visitors who pose a risk to the safety and security of the students and/or staff may be denied entry.
3. Limited Access: Access to certain areas, such as dormitories or classrooms, may be restricted. Visitors must not interfere with the school's daily operations, and their activities must not disrupt the academic or extracurricular activities of the students.
4. Supervision: All visitors must be supervised by a school staff member. This includes providing a guide or escort to show them around College facilities and ensuring they do not interact with students without proper authorization. Visitors must also comply with the school's rules and regulations, including its code of conduct and safeguarding policy.
5. Visitors must not take personal information from any student nor give personal information to any student including contact details and social media profile. Any other personal or sensitive information that visitors may become privy to during their visit must not be taken away or used in any form.
6. Visitors may not have any physical contact with a student (a handshake is acceptable) or invade their personal space.

7. **Restricted Hours:** Visitors will only be allowed on College premises during specified hours. UWC Mostar may limit the number of visitors allowed at any given time. UWC Mostar reserves the right to deny entry to visitors who arrive outside of the specified hours.
8. Visitors must report any suspicious or unacceptable behavior including physical or verbal abuse by and/or between any student or adult
9. UWC Mostar will communicate its visitor’s policy to parents, guardians, alumni, and other stakeholders clearly and concisely. The policy will be available on the school's website, and intranet and will be included in the school's orientation materials for new students and staff.
10. **Enforcement:** The school will enforce this policy strictly to ensure the safety and security of its students and staff. Any violations of this policy may result in immediate removal from campus and may be reported to the appropriate authorities.
11. **Visiting hours.** During the months of June, July, and August we don’t have a visiting hour schedule due to our Summer Vacation and our New Student Orientation time. Visits during these months must be planned at least three weeks in advance and are limited to staff availability.
12. If a visitor is found to break these rules they will be asked to immediately leave school facilities. In the case of severe infractions—as indicated below—the visitor will not be authorized to visit UWC Mostar again.

Security and Surveillance

CCTV cameras are located throughout College facilities recording images for crime prevention and public safety.

Contacts

If you have any questions or concerns about safeguarding or require assistance while visiting College facilities, please talk with the UWC Mostar staff member who organized your visit or contact:

University visits	University Counselor Anja Kresojevic anja.kresojevic@uwcmostar.ba
Alumni and parents/family members of current students	Director of Student Wellbeing ljubica.bajo@uwcmostar.ba
Study Visits	Director of Academics Director of Advancement and Outreach
Other Visitors (media representative, an organization, a school, or belong to any other group or	PR & Communications Adla.velagic@uwcmostar.ba

category who wish to visit the college
(with the purpose of presentation,
cooperation or meeting)

Visitor's Self Declaration

By completing and submitting this form, I am agreeing that UWC Mostar may use my data for screening and monitoring visitors, of deciding to allow or refuse access to any College facility

A. Personal details

Full name (as per passport):

Host Name:

Reason for visit Organization / Company, University or School representing:

B. Declaration:

	Yes	No
Have you ever been convicted in a Court of Law or prosecuted in any country, or are there any pending court cases that involve you?		
Have you ever been dismissed, or have left voluntarily, any institution following accusations of inappropriate behavior with a student or minor?		
Have you ever been prohibited from working with minors?		
Have you ever been convicted of any offense involving sexual, child, physical, or drug abuse, fraud, or dishonesty?		
Do you have any disease that would preclude your contact with minors?		

If your answer was "Yes" to any of the questions above, please give details:

I declare that to the best of my knowledge, the particulars provided are true.

Signature:

Date:

Review:

This policy will be reviewed in January 2024 and updated as necessary by the school administration, to ensure that it remains adequate and relevant to the needs of the school community.

By implementing this visitors policy, United World College in Mostar aims to provide a safe and secure environment for all students and staff, while also promoting a welcoming and inclusive atmosphere for visitors.