



## VISITOR POLICY

1.- The entrance to the school on both sites is through a main gate which leads to the Admin Office. Doors are opened first thing in the morning when pupils and staff are entering the sites, and when they are leaving. Both gates are closed during school hours. At this time visitors need to press the buzzer to be given access from the office staff.

2.- **STAFF:** It is not obligatory for staff to enter through the office, unless arriving late or leaving early, in which case they will have to sign in/out with the card register.

3- **PUPILS:** They enter the school and register in their classroom unless they are late, in which case they register a) La Luz: class teacher registers on entering the classroom

b) Trinity: in the school office.

4- **PARENTS:** In Early Years and Primary, parents are welcome to enter the school in the afternoon to pick children up except Year 5 & 6 who are taken up to the car park by their class teachers where they hand the pupils to their parents. Any late pupils being picked up will be waiting in the covered play area (outside Y1-2-3 classes). If they are not picked up by 15,45hrs. the cleaning ladies will ask them to go to the office, where office staff will contact parents.

During school hours parents must drop-off lunches or any forgotten items at the Secretary's Office. Medical appointments should be arranged after school hours, however if unavoidable, parents should inform their child the exact time they will be collecting them to support office staff. Early years will collect their children from the E.Y. Department.

During school hours parents are welcome in the admin office by signing in, for meetings with teachers previously arranged or to attend to their child medical needs. They will be given a yellow lanyard to wear whilst on school premises for identification and safeguarding purposes.

5- **VISITOR:** Suppliers (when they come for the first time, and/if staying longer than dropping an order off), future parents interested in the school and any other person not related to the school must sign-in in the school office and they are given a black lanyard which must be worn visibly at all times whilst on school premises

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### Member of the National Association of British Schools in Spain

Autorizado como Centro Extranjero por Orden Ministerial de 23/6/79, 17/7/96 y 9/10/00

C.I.F. G-38029419

#### **Protección de Datos:**

Responsable del Tratamiento: BRITISH SCHOOL OF TENERIFE; e-mail: [info@bstenerife.com](mailto:info@bstenerife.com).

Delegado de Protección de Datos: AFONSO & GONZALEZ ASESORES, S.L.; e-mail: [dpd@bstenerife.com](mailto:dpd@bstenerife.com).

Finalidad: Para el tratamiento de los datos en el ejercicio de la función educativa.

Legitimación: Ley Orgánica de Educación, su consentimiento expreso.

Destinatarios de Cesiones de Datos: No se realizan cesiones de datos.

Transferencia Internacional de Datos: No se realizan transferencias internacionales de datos.

Derechos: Acceder, rectificar y suprimir los datos, así como otros derechos, como se explica en la información adicional.

Información Adicional: Puede consultar la información adicional y detallada sobre Protección de Datos en el Colegio.