

访客管理制度 Visitors Policy

1. 目的

Purpose

- 1.1 确保所有外来人士均按程序申请及登记，让相关同事知道有访客来访及易于识别访客身份 To ensure all visitors to follow procedures of application and registration so that related staff are informed about the incoming visitors and to identify visitors easily.
- 1.2 提前做出访客来访前安排，提高学校形象 To be prepared for the visitors in advance as to improve school image.
- 1.3 提高学校保安管理，保障学生安全及学校财产安全
To increase security levels in school as to ensure safety of students and school property.

2. 定义

definition

- 2.1 深圳市福田区城市绿洲学校任职人员、在校工作的保卫人员以外的所有外来人士，均为访客 Visitors are all people except present employee of GOS and present security guards who work at the school. * Cleaners missing

3. 访客类别 Visitor Categories

没有预约访客由门卫室保安婉转拒绝，并请访客与学校老师预约。或通知门卫室致电相关部门确定是否有时间接待，如果可以接待便由相关老师到门卫室接待，否则与相关部门老师再约时间来访。如有外籍人员来访可致电校长秘书进行电话沟通并预约。

Security guards will refuse to permit the entry to all visitors who do not have prior appointments. Security guards will advise visitors to make an appointment with school staff first. Security guards will phone related departments to see whether school staff is available. If available, related staff will collect visitors from the guard house. Otherwise an appointment has to be arranged. If visitors are none Chinese, Principal's secretary can be reached for communication and appointments.

员工约见外来人士来访学校必须按照以下手续办理：

The below procedure should be followed for staff to make an appointment:

3.1 带来访人前来学校参观 (以下称为来访人)

Visitors come to our school for a visit/tour (herewith Visitors)

- 3.1.1 如有需要带来访人到学校参观，需要填写《参观校园申请表》并获得校长批准方可进入，否则一律不给予进入校园参观（在不影响教学的前提下参观）

<School Visit Application Form> must be filled in and approved by the principal to permit the

entry to visit our school. Otherwise no entries will be permitted (under the circumstances when normal teaching is not affected.)

3.1.2 来访人到达学校后需要在门卫室登记并领取访客证，来访人必须佩带访客证方能进入学校内部范围

Visitors should register themselves at the guard house and then to collect visitor badges. All visitors must wear badges to enter school campus.

3.1.3 门卫室保安请来访人在接待室就座等待，并通知被拜访同事前往接待室接待
Security guards will have visitors to wait in the reception room and inform visiting school staff (herewith school staff**) to collect visitors from the reception room.

3.1.4 被拜访同事需要把已经签好的《参观校园申请表》交给门卫室同事，并亲自带来访人带入学校内部范围

School staff needs to hand in the approved <School Visit Application Form> to guards and collect visitors to enter our school by themselves.

3.1.5 来访人参观完学校后，被拜访同事有责任带来访人离开学校内部 When the visiting is finished, school staff** is responsible to walk the visitors out and leave our school.

3.1.6 来访客户***离开学校时，被拜访同事有责任收回来访客人的访客证交回门卫室
When clients*** leave our school, school staff** is responsible to collect visitor badges from visitors and to return them back to the guard house.

3.2 来访人前来开会或拜访学校员工（家长来访属于该类）
Visitors come to our school for a meeting or to visit a school staff** (Parents belongs to this category)

3.2.1 被拜访同事应提前知会门卫室有客人来访，并提前安排好接待地点，仅限会议室及被拜访同事办公室，其它区域禁止进入及参观 School staff** should inform guard house and to prepare the location to meet them in advance. The location is limited to meeting rooms and office of school staff. Other areas are not allowed to enter or to visit.

3.2.2 来访人到达学校后需要在门卫室登记并领取访客证，来访人必须佩带访客证方能进入学校内部范围

Visitors should register themselves at the guard house and then to collect visitor badges. All visitors must wear badges to enter school campus.

3.2.3 门卫室保安请来访人在接待室就座等待，并通知被拜访同事前往接待室接待
Security guards will have visitors to wait in the reception room and inform visiting school staff** (herewith school staff) to collect visitors from the reception room.

3.2.4 被拜访同事有责任跟进来访人的工作情况，未经批准不得让来访人随意在校园内参观
School staff** is responsible for working progress of visitors. Visitors are not allowed to walk

around within our campus without prior permission.

3.2.5 来访人离开学校时，被拜访同事有责任收回来访客人的访客证交回门卫室
When the visiting is finished, school staff** is responsible to walk the visitors out and leave our school.

3.3 供应商送货（以下称为供应商）
Venders and supplies delivery (herewith Suppliers)

3.3.1 被拜访员工应提前知会门卫室有供货商送货
School staff should inform the guard house in advance about the delivery.

3.3.2 门卫室通知负责跟进的同事，供应商应到门卫室登记领取访客证给来访供货商佩带****
Security guards will inform school staff**. Suppliers will register and collect visitors' badges at the reception room.

3.3.3 送货供货商必须佩带访客证，只限进入指定办公室范围，被拜访员工及保安有责任监督
Suppliers must wear visitor badges and only designated office areas are permitted for entry. School staff** and guards are responsible for supervision.

3.3.4 送货供应商离开学校时，请将访客证交回门卫室 When Suppliers leave our school, visitors badge are to be returned to the guard house.

3.4 前来面试的应聘人（以下称为应聘人）
Visitors come to school for an interview (herewith Interview Candidates)

3.4.1 人事部负责面试的同事应提前预订会议室（116会议室）
HR is responsible to book the meeting room #116 in advance.

3.4.2 应聘人到达学校后需要在门卫室登记并领取访客证，应聘人必须佩带访客证方能进入学校内部范围
Interview Candidates should register themselves at the guard house and then to collect visitor badges. All visitors must wear badges to enter school campus.

3.4.3 门卫室通知负责跟进的人事部同事并邀请应聘人到116会议室等待面试，严禁应聘人进入学校其它范围
Security guards will inform visiting school staff in HR department and ask Interview Candidates to go to meeting room #116 for an interview. It is strictly forbidden for Interview Candidates to enter other areas in School.

3.4.4 应聘人离开公司时，人事部同事有责任收回应聘人的访客证交回门卫室
When Interview Candidates leave our school, school staff in HR department is responsible to return visitors badge to the guard house.

3.5 维修公司人员进入学校内部

Visitors come to school for repairing purpose

3.5.1 维修人员必须出示及佩戴该公司的员工证，门卫室保安员有责任检查来访维修公司人员的员工证 visitors coming for repair purposes must wear the employee ID from their own company. Security guards in the guard house are responsible for checking

3.5.2 门卫室通知负责跟进的部门同事到门卫室接待，并请维修人员到门卫室登记及领取访客证佩带 The guard house will inform school staff** to the guard house and have visitors for repair purpose to register and to wear visitor badges.

3.5.3 所有维修公司人员必须要由保安人员陪同下才可进入学校范围，并在保安人员监督下在指定工作地点进行维修工作 All visitors must be accompanied by security guards to enter our campus and to process with repair job at the designated location under supervision from the guards.

3.5.4 维修公司人员离开学校时，保安员必须确保已归还访客证

When visitors for repair purpose leave our school, security guards are responsible to visitors badge returned.

3.5.5 维修公司人员离开学校时，如需带学校设备外出时，负责跟进的部门同事必须要填写《放行条》，获得部门负责人及后勤部主任批准后方可离开学校

When visitors for repair purpose have to carry school facilities and equipments out of our school, school staff** must have <Release Note> filled out and approved by department head and support service head to leave.

3.6 政府部门（如交通部门、街道办事处）、传媒记者（以下称为特殊人士）

Government department (traffic department, local offices), Media (Herewith Special People)

3.6.1 被拜访同事收到政府部门或传媒记者通知要前来学校查检或参观，必须获得校长批准后方可进入学校范围 Upon notification from government departments or media to school staff**, Special People are only permitted to enter our school when approvals from principals are received.

3.6.2 门卫室保安人员应特别提高警觉，特别是传媒记者来访，应要求对方一律要事先预约，并尽全力婉拒对方进入学校范围

Security guards should be alerted especially to media. Guard should ask them to make an appointment first and should at their best prevent media from entering school campus.

3.6.3 未经校长同意，严禁来访人*****进入学校范围、接受任何采访或拍照 Without prior approval from Principal, Special People/Visitors***** are not allowed in school campus, nor should there any interview proceeded or pictures taken.

3.6.4 如政府部门人员要进入学校，都需要到门卫室登记并领取访客证佩带。（交通部门警官

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等政府人员穿着制服除外), 并在后勤部同事陪同下可进入学校范围 \税务单位人士则须由财务部同事陪同 Government departments must register and collect visitors badge at the guard house to wear. (excluding government staff wearing uniforms such as police officers from traffic departments). These visitors should be accompanied by support service department to enter school. \Financial staff must be then be accompanied by Finance department.

4. 允许来访时间
Visiting hours

8:20—12:00 ; 13:20-16:30, 其它时间一律不接待, 下午四点三十分后不允许学生、家长在校内 (学生俱乐部活动除外)

8:20—12:00 ; 13:20-16:30. No visit permitted at other time. No students and parents should remain in our campus after 16:30 (students at ECA excluded)

5. 审批程序
procedures of approval

属于本制度 3.1 类别访客, 其审批程序为: 申请人申请 部门负责审批 校长审批 申请人跟进

Visitors in categories 3.1: Applicant submit the application →Heads of department approval→Principal's approval→Applicant to follow up

* 遗漏保洁人员 Cleaners missing

** 被访人的英语翻译不太肯定这个措辞的使用 visiting school staff (herewith school staff)- not sure whether I use the correct wording. It means school staff that visitors are to see.

*** 客户 clients - 是否表示来访人 does it mean visitors?

****给来访供货商佩带 - 这里是不是多打了? typo ?

***** 是否表示 特别人事还是概括定下的访客 Does it mean Special People or Visitors in general?