






PROCEDURE FOR EXITING THE PREMISES OF THE ENGLISH NURSERY AND COLEGIO DE INGLATERRA - THE ENGLISH SCHOOL

THE ENGLISH WAY

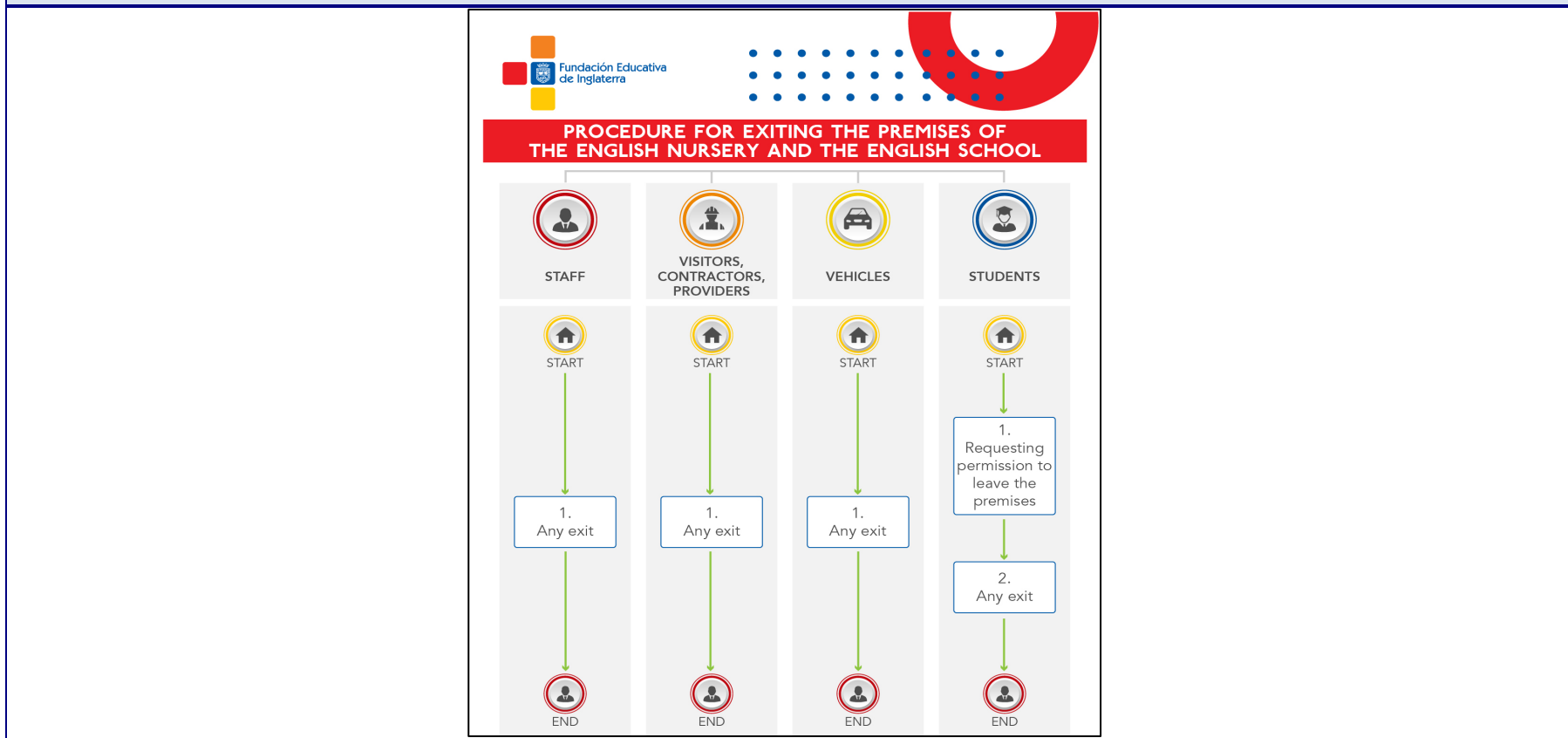
COMPREHENSIVE CULTURE
OF EXCELLENCE




EFFECTIVE GOVERNANCE
AND FINANCIAL SUSTAINABILITY

	ADMINISTRATIVE MANAGEMENT	Code: PRD-CLV-ADM-02-03	
	COMPLEMENTARY SERVICES PROCESS	First version: 07/02/2019	
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OBJECTIVE:	To establish the necessary steps and criteria for the departure of staff, parents and external people from The English Nursery and <i>Colegio de Inglaterra</i> - The English School.		
PURPOSE:	To ensure the safety of children and staff by controlling the departure of all people who have entered The English Nursery and <i>Colegio de Inglaterra</i> - The English School.		
SCOPE:	The procedure begins when the person arrives at any exit and ends when he/she leaves.		
GLOSSARY:		VERSION:	05
RESPONSIBLE OF THE PROCESS:	Security Coordinator		

FLOWCHART






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ACTIVITY DESCRIPTION	RESPONSIBLE	REGISTER	OBSERVATIONS
STAFF BEGINNING OF THE PROCEDURE 1. EXIT All staff, without exception, must pass through the turnstile with fingerprint scanners integrated to leave the premises. If any difficulty arises, the staff member can go through the enrolment process all over again and the departure will be registered in writing. END OF THE PROCEDURE	Staff	Access control system	
VISITORS AND CONTRACTORS BEGINNING OF THE PROCEDURE 1. EXIT <ul style="list-style-type: none"> Contractors, providers, visitors, parents or guardians and the rest of the educational community leaving the premises must do so through the exits authorised for such purpose and are subject to the security rules and policies of the educational institution, in order to control and preserve the custody of the property. Visitors, contractors and providers must undergo an inspection of their packages and bags for their document to be returned. Anyone who intends to remove an asset owned by The English Nursery and/or <i>Colegio De Inglaterra</i> - The English School for maintenance, under guarantee, on loan, as a donation and/or purchase must show the authorisation document, signed and stamped by the person granting authorisation and the Administrative Direction according to the register of authorised signatures and the Procedure for Removing Assets from the Foundation. END OF THE PROCEDURE 	Visitors Contractors Providers Parents	Access control system	
VEHICLES BEGINNING OF THE PROCEDURE 1. EXIT <ul style="list-style-type: none"> Staff leaving the premises by car must pass through the parking barrier with fingerprint scanner integrated. If leaving with passengers, they must leave the premises through the turnstile with fingerprint scanners integrated in the pedestrian entrance, and then, get in the car. 	Staff Visitors Contractors	Access control system	

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<p>This way the institution knows exactly who is and who is not within the premises of The English Nursery and/or <i>Colegio De Inglaterra</i> - The English School in the event of an emergency.</p> <ul style="list-style-type: none"> Providers, contractors, visitors and parents who entered the premises by car must return the parking card that was given upon entry. When there is an event and parking capacity of parking lot No. 3 is not sufficient, parking lot No. 2 and No. 1 can be enabled at the discretion of the security staff or on the instructions of the Administrative Direction or of the Security Coordinator. The parking service is free of charge for the community of The English Nursery and/or <i>Colegio De Inglaterra</i> - The English School. Therefore, this establishments are not liable for any damage to the vehicle or loss of items left inside. Neither are the establishments depositary and/or policyholder. Passengers must comply with the Foundation's rules, policies and procedures. <p>END OF THE PROCEDURE</p>	Providers Parents		
<p>STUDENTS</p> <p>BEGINNING OF THE PROCEDURE</p> <p>1. REQUESTING PERMISSION TO LEAVE THE PREMISES</p> <ul style="list-style-type: none"> Parents or guardians who wish to authorise students who use the transport service to leave the school premises through the pedestrian or vehicle entrances/exits must send a written authorisation and/or by e-mail (institutional e-mail) to the Transport Area one day in advance by 11:00 a.m. for security purposes. That way the Transport Area can organise and prepare permissions and authorisation lists that are handed at 12:00 p.m. to the staff in the pedestrian entrance and to the secretaries of each section. The permission will be handed in physical form in Pre-School and Primary when processing the permission in advance. In Secondary, students must go to the Transport Area to pick up the authorised permission. 	Parents Transport Area Entrances/Exits		

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<p>2. EXIT</p> <ul style="list-style-type: none"> At the entrance, Pre-School and Primary parents or guardians must say they are heading to the Pre-School or Primary secretary office who in turn will authorise their entry to pick up and verify the authorised permission. If the permission is not shown at any of the exits, the security guard will not allow the student to leave. Permissions that are not requested through the means established by the Foundation one day in advance by 11:00 a.m., will not be granted. Students who have been authorised by their parents or guardians to leave the school premises through the pedestrian and/or vehicle exit, and can do so alone, must show the school ID card and the authorised permission at the exit. The photo of the school ID card must match the student requiring to leave the school premises. The student's departure will be authorised and documents will be returned to parents and guardians, if and when the above-mentioned is complied with. If there is any irregularity that could endanger the safety of the student, Security Coordination must be notified immediately to take the necessary measures in accordance with the seriousness of the event. School buses authorised by parents but that do not belong to the Foundation (private transportation) are subject to the rules and policies of the Fundación Educativa de Inglaterra and must comply with the legal parameters for school transport. These buses will park in parking lot No 3. <p>3. END OF THE PROCEDURE</p>	<p>Parents</p> <p>Students</p> <p>Security staff</p>	
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INPUT	<ul style="list-style-type: none"> People within the premises of The English Nursery and <i>Colegio de Inglaterra</i> – The English School. 				OUTPUT	<ul style="list-style-type: none"> People outside the premises of The English Nursery and <i>Colegio de Inglaterra</i> – The English School.
REVISIONS	<ul style="list-style-type: none"> Biannual 				RESOURCES	<ul style="list-style-type: none"> Security staff Access control system
INDICATORS	<ul style="list-style-type: none"> % of people who entered and did not leave the premises (on a monthly basis). % of people leaving by group (on a monthly basis). 					
LEGAL FRAMEWORK	<ul style="list-style-type: none"> 					
RELATED PROCEDURES	Procedure for Lending the Facilities of the Foundation				PRD-CLV-ADM-02-26	
	Procedure for Attending Cultural and Sports Events				PRD-CLV-ADM-02-28	
	Procedure for Entering the Foundation Premises on the Weekends				PRD-CLV-ADM-02-27	
	Procedure for Scheduled Appointments				PRD-CLV-ADM-02-24	
	Procedure for Removing Assets from the Foundation				PRD-CLV-ADM-02-25	
	Procedure for Entering the Premises of The English Nursery and <i>Colegio de Inglaterra</i> – The English School				PRD-CLV-ADM-02-02	
VERSION CONTROL	01	01	01	2010	<ul style="list-style-type: none"> New Procedure. 	
	02	01	01	2011	<ul style="list-style-type: none"> Indicators. 	
	03	01	08	2014	<ul style="list-style-type: none"> Format and logos updated. 	
	04	07	02	2019	<ul style="list-style-type: none"> Flowchart updated. Fingerprint scanners included. Students were added as a category of people that can leave the premises. 	
	05	28	05	2020	<ul style="list-style-type: none"> Flowchart updated. 	