

CAMPUS ACCESS & SECURITY POLICY

PURPOSE OF THIS GUIDE

- 1.1. To have in place a clear procedure for the admittance of staff, pupils and external visitors including volunteers to the School that is understood by all members of staff, visitors, parents, contractors and is aligned to the School's Safeguarding Policy and the fire evacuation procedures.
- 1.2. To safeguard all pupils at the School so they can live and learn in a safe and comfortable environment.
- 1.3 To ensure that residents living on-site including staff, families and pupils are secure and feel safe and comfortable in their home environment

2. SCOPE

2.1 The School is deemed to have responsibility for its pupils during normal school hours and after school hours for boarding pupils. The policy applies to the Whole School Community:

- All teaching and non-teaching staff employed by the School.
- All family members of staff living on-site.
- All external visitors entering the School site, including:
 - Peripatetic tutors,
 - SCA and CCA teachers
 - Sports coaches
 - Partners and employees of staff members
 - Visitors participating in Masterclasses / Lectures
 - Potential pupils and their families
 - Potential members of staff
 - Former pupils including Alumni.
- All parents, including all Parent Volunteers
- All pupils
- Building & Maintenance Contractors
- Private vehicles

3. PROCEDURES

3.1 Members of School Staff

- All members of school staff must show their staff card at the school entrance and wear the lanyard (Dark Blue Colour) at all times while on campus.
- Members of school staff should not visit unauthorised areas e.g.; members of staff that do not have access to the boarding facilities should not enter boarding without the escort of an authorised person.

3.2 Pupils

- All pupils must enter and leave the School in School Uniform.
- Any pupil late to the School must register at Gate One of the School upon their arrival. They shall also report their arrival to the House Master/Mistress, Lower School Office, or Upper School as applicable.
- Pupils issued with pupil cards must carry their card to the School.
- Pupils leaving the School early must obtain an Early Leave Card from the School Office and present it to the guards at the gate before leaving the Campus even when being escorted by their parents.
- Boarders shall not be allowed to leave the campus at any time except Friday Dismissal Time unless they have the relevant signed documentation from their parents or House Master/Mistress.

3.3 Visitors with appointments to the School

- When a visitor is invited to the School, the Facilities Management team & Receptionist should be informed by the member of staff responsible for the visitor via email, phone or in person, explaining the relevance and purpose of the visit, and the intended date and time.
- Visitors to the School should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below.
- All visitors must report to security at the main gate before accessing any other part of the School.
- At the security desk, all visitors must state the purpose of their visit and the member of staff who has invited them. They should be ready to produce formal identification.
- All visitors will be required to wear the visitor pass (**Red Lanyard**) issued by the School.
- Visitors will then be escorted to the Receptionist, and their point of contact will be asked to come to Reception to receive the visitor. The contact will then be responsible for them while they are on site, at all times.
- On departing from the school, visitors should be escorted back to Reception who will radio Security to escort them to Gate One or to their vehicle. As they leave via the main gate, they will return the visitors' pass to security and will sign out.
- If a visitor is driving to the School, the inviting member of staff must also provide their registration number and parking should be booked and arranged in advance with FM (Facilities Management). As parking is limited, there may not always be parking available and the FM decision on this access is final.
- Upon arrival by car, visitors report to Gate One to complete the sign-in. Once this is completed the visitor can drive in via Gate Two and will be shown to the allocated parking space by security, who will then accompany the visitor to Reception.
- All visitors must be accompanied by a full-time staff member. Only visitors who have completed a full background check, including Police and safeguarding checks in line with Safer Recruitment, will be allowed unsupervised access.
- In the case of groups of pupils from other schools being brought on site, the visiting staff in charge are responsible for the registering, behaviour and conduct of their group, and for accounting for them in case of a fire or other critical incident
- Visitors who have appointments at the School and are here to conduct School business may be granted unsupervised access where necessary. They will be issued with a white lanyard, provided they have undergone the necessary safeguarding checks in line with the school's safer recruitment requirements. This includes having a valid Hong Kong police check on file and approval from the school's Designated Safeguarding Lead.

- The white lanyard access is valid only for the purpose of conducting school-related activities. Only visitors who have completed a full background check, including Police and safeguarding checks in line with Safer Recruitment, will be allowed unsupervised access.

3.4 Visitors to the School without appointments

- Visitors coming to the School without any appointment should report to Security at the main gate, explaining the relevance and purpose of the visit
- Security will radio Reception who will contact the relevant staff members to confirm if the visitor can be met.
- If nobody is able to meet the visitor or if the relevant staff member cannot be contacted, the visitor can leave contact details with Security so an alternative appointment can be arranged. Access will not be granted to the School.
- If a staff member is able to meet the visitor, they should complete the sign-in process as per the **Visitors with appointments to the School** and will then be escorted to the Receptionist and the staff member will come to Reception to receive the visitor.
- Any visitor to the School site who is not wearing a visitor pass should be challenged politely to enquire who they are and their business on the School site. They should then be escorted for registration and be issued with a visitor pass or asked to leave the site.
- On departing from the school, visitors should be escorted back to Reception who will radio Security to escort them to Gate One or to their vehicle. As they leave via the main gate, they will return the visitor pass to security.
- In the event that any visitor refuses to comply, they should be asked to leave the site immediately and the Head (via the Head's Office), The Director of Human Resources and/or the Director of Operations should be informed promptly.
- The Head, The Director of Human Resources and/or the Director of Operations will consider the situation and decide if it is necessary to inform the police.
- If any visitors become abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the School grounds, police assistance will be called for.
- The School finished at 4.30pm at the end of each week. The School offices close at 5.00pm at the end of each School week and the Facilities Management Office closes at 6.00pm.
- Should any pupils or parents need to re-enter the School between the hours of 4.30pm and 6.00pm they may try to contact the staff member directly if they have the staff members mobile phone number otherwise they can ask the FM Team who will endeavor to contact the Staff member required to assist them but as this is after the end of the School week it may not be possible to locate the staff member requested or if the staff member is not available or already off site, then entry would be politely declined.
- There will be no readmittance for any pupils or parents without appointment after 6.00pm at the end of the School week. The Security guards will politely decline any requests after this time.

3.5 Contractors and/or External Service Providers

- Staff of onsite External Services Providers, e.g., Facilities Management Company, Catering Services Provider, Health Care Centre, must wear their lanyards (**Green Colour**) with their identity cards.
- All peripatetic teachers, sports coaches, other SCA/CCA providers must wear their temporary staff card issued to them by the School.
- All visiting contractors or visitors of the onsite service providers (Facility Management Company, Catering Company etc.) must follow the registration procedures as stated above and wear their lanyard (**Orange Colour**).

- Any contractors without a Contractor's Pass must be removed from the site.
- All visiting Contractors must be accompanied by a full-time member of on-site staff. Only visitors who have completed a full background check, including Police and safeguarding checks in line with Safer Recruitment, will be allowed unsupervised access.

4. Drop-Off and Pick-Up Arrangement

4.1 For the safety of pupils, parents, and visitors to the School, and in order to ensure the quickest possible access to School in the mornings and afternoons, parents or their employees are requested to abide by the following rules:

4.2 Pedestrians:

- All Lower School and Upper School pedestrians for drop-off or collections should be via Gate One only.
- All pedestrians including staff, pupils, parents, and helpers are to walk up to the Temple area.
- Only EYC pedestrians can enter and exit via Gate Two.

4.3 General Rules: Private Vehicles

- The maximum speed limit in all areas of the School's premises is 8km/h.
- Drop-off and pick-up service is restricted to vehicles displaying a Harrow International School Hong Kong car entry permit.
- Morning drop-off permit numbers are restricted by the EDB and the Transport Department. Priority is given to the youngest pupils who do not live on a bus route, for other reasons like medical.
- Dropping off and picking up is prohibited along Tsing Ying Road, including in front of the School gates.
- Tsing Ying Road is a no parking zone. Parents or their employees should not park along the road and vehicles parked in the no parking zone may be prosecuted by the Hong Kong Police. This includes parking or waiting outside the nearby Bloomsway residences or Chu Hai College.
- Drivers must not cut lanes; all must wait for their turn to enter the School as directed by security staff.
- At pick-up and drop-off times drivers should not leave their vehicle unattended at any time. Vehicles must leave the premises immediately after dropping off or collecting the pupil.
- Visitors with appointments to meet staff may park their cars onsite depending on the availability of car parking spaces. All such requests should be pre-arranged with FM. This facility will only be available outside the drop off and collection times.
- If a child needs to be collected from the Medical Centre, parents or their employees may drive to Gate Three.

4.4 Drop Off Rules:

- Time and Access:

Time	Access
7.30am – 8.00am	All LS and US School pupils coming to the School by private vehicles with permits should arrive between 7.30am and 8.00am .
7.50am– 8.10am	EYC Pupils: All Early Year pupils should arrive between 7.50am and 8.10am .

- In order to maintain the flow of traffic, pupils should have their bags, musical instruments, and other equipment readily available to them in the vehicle.
- All pupils should alight as soon as possible, and parents or helpers should not get out of their vehicles. Waiting time in the “drop off zone” will be limited to two minutes.
- Pupils should always wear seatbelts when travelling to and from School in private cars.

4.5 Pick Up Rules:

- Time and Access:

Time	Access
1.50pm – 2.10pm	Early Years Pupils
3.30pm-4.00pm	Lower School Pupils
4.40pm -5.00pm	Upper School Pupils
4.40pm onwards (end of week, usually Friday)	Weekly Boarders

- The gates will not open before the times stated above.
- If a pupil is not at the drop-off area when their vehicle arrives, the parents or their employees should be aware that they will be asked to go around, and queue up again as directed by security staff. No waiting will be allowed in the “Drop-off Zone”
- Cars with permits may queue up 10 minutes before the gates open but not before this time.

4.6 Penalty System:

- In the event that a parent or their employees ignores, challenges or is abusive towards a traffic warden or security guard, the School reserves the right to withdraw the family’s vehicle access to the premises without any warning.
- The School will issue a warning if a parent or their employees breaches any of the School traffic rules. Repeated breaches of the School’s traffic rules may result in vehicular access to the School being withdrawn.

5 Family Members and Guests of Staff living on site

- All family members of staff living on site shall wear their Resident Card with lanyard (Light Blue Colour) when they visit the School Campus or other facilities during school hours.
- When a guest is expected, a member of staff should send an email to the Facilities Management Team explaining the length of their stay, date, and time.
- All staff guests (including any unexpected guests) should report to the security at the gate to staff entrance.
- A guest not staying overnight should be registered in accordance with the policy for ‘visitors with appointment’.
- A guest staying overnight will be issued with red visitor lanyard for the period of his/her stay. All guests should wear the lanyard when walking through the campus and present it at the gate when re-entering the campus. The residents with guests should inform the Deputy Head (Academic) or the Assistant Head (Senior, Pastoral, Wellbeing) and the Director of Operations if any visitors are staying overnight in the boarding block.

- During term time all guests of the staff living on-site must be accompanied at all times by a full-time member of on-site staff. Only guests who have completed a full background check, including Police and safeguarding checks in line with Safer Recruitment, will be allowed unsupervised access.
- On departure, guests should return the guest pass to the security.
- For fire safety reasons, all onsite residents including domestic helpers should be registered with The Director of Human Resources and the Director of Operations / Compliance Manager by completing the Onsite Resident Form. Any changes should also be reported. It is the responsibility of residents to ensure their guests safely evacuate to the muster point during any alarm or evacuation.

6 Delivery of Goods

- The FM team should also be informed if a member of staff living on site is expecting a delivery of goods. All deliveries should be arranged to come to Gate Three.
- Staff who do not live on site should not have personal deliveries made to the School

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校園進出與安全政策

本指引之目的

- 1.3. 制定一套清晰的教職員、學生和外部訪客（包括義工）進入學校的程序，該程序應為所有教職員、訪客、家長、承包商所理解，並符合學校的保障政策和消防疏散程序。
- 1.4. 為了保障學校所有學生的安全，讓他們能夠在安全舒適的環境中生活和學習。
- 1.4 確保居住在校內的居民，包括教職員、家屬和學生，都能在自己的家中感到安全舒適

2. 範圍

- 2.1 學校被認為對學生在正常上課時間以及寄宿學生放學後的時間負有責任。此政策適用於全校師生：
 - 學校聘用的所有教職員工。
 - 所有居住在工作場所的員工家屬。
 - 所有進入校園的外部訪客，包括：
 - 巡迴導師，
 - SCA和CCA活動教師
 - 體育教練
 - 員工的合作夥伴和僱員
 - 參加大師班/講座的訪客
 - 潛在學生及其家庭
 - 潛在教職員工
 - 包括校友在內的往屆學生。
 - 所有家長，包括所有家長義工
 - 所有學生
 - 建築及維護承包商
 - 私家車

3. 程序

3.1 學校教職員工

- 學校所有教職員工在學校入口處必須出示教職證，並在校園內始終佩戴掛繩（深藍色）。
- 學校教職員不得進入未經授權的區域，例如：無權進入宿舍的教職員不得在沒有授權人員陪同的情況下進入宿舍。

3.2 學生

- 所有學生必須穿著校服進出學校。
- 任何遲到的學生都必須在到達學校後到一號門登記。他們也應向社監、小學部校務處或中學部（視情況而定）報告到達情況。
- 持有學生證的學生必須攜帶學生證到校。
- 學生提前離校必須到學校校務處領取提前離校卡，並在離開校園前向校門口的保安出示，即使有家長陪同也不行。
- 除週五放學 時間外，寄宿生不得以任何理由離開校園，除非他們持有父母或舍監簽署的相關文件。

3.3 預約到訪學校的訪客

- 當學校邀請訪客來訪時，負責接待訪客的教職員應透過電郵、電話或親自通知設施管理團隊和接待員，說明來訪的相關性和目的，以及預計的日期和時間。
- 學校應要求訪客在訪問時攜帶正式身份證明，並告知訪客以下規定的程序。
- 所有訪客在進入學校其他區域前，必須先到正門向保安報到。
- 在保安處，所有訪客都必須說明來訪目的以及邀請他們的教職員姓名。他們應該準備好出示正式身份證明。
- 所有訪客都必須配戴學校發放的訪客通行證（紅色掛繩）。
- 訪客隨後將被引導至接待處，其聯絡人將被要求到接待處迎接訪客。聯絡人將在他們身處現場期間，全程負責他們的安全。
- 訪客離開學校時，應由工作人員護送至接待處，接待處將透過無線電通知保安人員護送他們前往一號門或他們的車輛。當他們從正門離開時，他們會將訪客通行證交還給保安並簽退。
- 如果訪客開車前往學校，負責邀請的教職員還必須提供其車輛登記號碼，並且停車位應提前與設施管理部門 (FM) 預訂和安排。由於停車位有限，可能並非總是能找到停車位，且設施管理部門 (FM)對此通行權的決定為最終決定。
- 開車抵達後，訪客請到一號門辦理登記手續。完成上述步驟後，訪客可駕車從二號門進入，保安人員將引導訪客前往指定的停車位，然後陪同訪客前往接待處。
- 所有訪客必須由全職教職員陪同。只有完成全面背景調查（包括警方和符合「更安全招聘」規定的安全檢查）的訪客才能獲准在無人監督的情況下進入。
- 如有其他學校的學生團體來校參觀，負責接待的來訪教職員將負責該團體的登記、行為規範和舉止管理，並在發生火災或其他重大事故時負責清點人數。
- 來訪學校有預約且來校處理公務的訪客，必要時可獲准在無人監督的情況下進入。他們將獲發白色掛繩，前提是他們已按照學校更安全的招聘要求接受了必要的安全檢查。這包括持有

有效的香港警方核查證明，並獲得學校指定安全保障負責人的批准。

- 白色掛繩門禁卡僅用於進行與學校相關的活動。只有完成全面背景調查（包括警方調查和符合「更安全招聘」規定的安全保障調查）的訪客才能獲准在無人監督的情況下進入。

3.4 未經預約的訪客進入學校

- 未預約的訪客應到校門口保安處登記，並說明來訪的緣由和目的。
- 保安人員將透過無線電通知接待處，接待處將聯絡相關工作人員確認是否可以接待訪客。
- 如果無人能夠接待訪客，或無法聯絡相關工作人員，訪客可以留下聯絡方式給保安，以便安排其他預約時間。學校將不予開放。
- 如果教職員能夠接待訪客，則應**按照學校預約訪客的規定完成登記流程**，然後由教職員陪同訪客前往接待處，教職員將到接待處迎接訪客。
- 任何未配戴訪客通行證進入校園的訪客，都應禮貌地詢問其身分以及來校目的。然後應由專人陪同他們進行登記，並向他們發放訪客通行證，或要求他們離開現場。
- 訪客離開學校時，應由護送至接待處，接待處將透過無線電通知保安人員護送他們前往一號門或他們的車輛。當他們從正門離開時，他們會將訪客通行證交還給保安並簽退。
- 如果任何訪客拒絕遵守規定，應立即要求其離開現場，並應立即通知校長（透過校長辦公室）、人力資源總監和/或營運總監。
- 校長、人力資源總監和/或營運總監將考慮情況，並決定是否有必要通知警方。
- 如果任何訪客出現辱罵或攻擊行為，將被要求立即離開現場，並被警告如果他們不離開學校場地，將請求警方協助。
- 學校每週下午4時30分放學。學校校務處在每個學期的上學周下午5時關門，設施管理辦公室則於下午6時關門。
- 如果學生或家長需要在下午4:30至6:00之間重新進入學校，如果他們有相關教職員的手機號碼，可以直接聯繫該教職員；否則，他們可以聯繫學校設施管理團隊，該團隊將盡力聯繫需要協助的教職員。但由於此時已是學校一週的結束時間，可能無法找到所需的教職員，或者如果該教職員不在或已離開學校，則會禮貌地拒絕其進入。
- 學校一週結束後，下午6時以後，任何學生或家長未經預約將不得入校。此後，保安人員將禮貌地拒絕任何要求。

3.5 承包商和/或外部服務提供者

- 在場的外部服務提供者（例如設施管理公司、餐飲服務提供者、醫療保健中心）的員工必須佩戴掛繩（綠色）和身分證。
- 所有巡迴教師、體育教練、其他SCA/CCA活動提供者都必須佩戴學校發放的臨時教職員證。
- 所有來訪的承包商或現場服務提供者（設施管理公司、餐飲公司等）的訪客都必須按照上述規定進行登記，並佩戴掛繩（橙色）。
- 任何沒有承包商通行證的承包商都必須被驅逐出校園。
- 所有來訪的承包商必須由一名全職在場教職員陪同。只有完成全面背景調查（包括警方調查和符合「更安全招聘」規定的安全保障調查）的訪客才能獲准在無人監督的情況下進入。

4. 接送安排

4.1 為了保障學生、家長和訪客的安全，並確保早晚能最快進入學校，請家長或其僱員遵守以下規定：

4.2 行人：

- 所有小學和中學學生上下學的行人都只能通過一號門。
- 包括教職員、學生、家長和義工在內的所有行人都要步行前往禮拜堂區域。
- 只有幼稚園行人才能通過二號門進出。

4.3 一般規則：私家車

- 學校所有區域的最高限速為8公里/小時。
- 接送服務僅限於持有哈羅香港國際學校車輛入境許可證的車輛。
- 早上之接送許可證的數量由教育局和運輸署限制。優先考慮居住在校巴路線以外、因醫療等其他原因無法搭乘校巴之年輕學生。
- 青盈路沿線禁止上下客，包括校門口。
- 青盈路為禁止停車區域。家長或其員工不應沿路停車，停放在禁停區域的車輛可能會被香港警方起訴。這包括在附近的滿名山住宅區或珠海學院外停車或等候。
- 駕駛者不得隨意變換車道；所有人員必須依照保安人員的指示，等待輪到自己進入學校。
- 在接送乘客期間，駕駛者任何時間都不應將車輛留在無人看管的地方。車輛在接送學生後必須立即離開場地。
- 已預約與教職員會面的訪客可根據停車位的可用情況將車輛停放在現場。所有此類請求應事先與設施管理團隊安排。該設施僅在接送時間之外開放。
- 如果需要從醫療中心接孩子，家長或其員工可以開車到三號門。

4.4 下車規則：

- 時間和權限：

時間	權限
上午7:30至8:00	所有乘坐私家車並持有通行證前往學校的小學部和中學部學生應在 早上7:30-8:00 之間到達。
上午7:50至8:10	幼稚園學生：所有幼兒階段學生應在 早上7: 50-8: 10 之間到達。

- 為了保持交通暢通，學生應將書包、樂器和其他設備放在車內，以便隨時取用。
 - 所有學生應盡快下車，家長或陪同人員不應下車。「下客區」的等待時間將限制在兩分鐘以內。
 - 學生搭乘私家車往返學校時，應隨時繫上安全帶。

4.5 上車規則：

- 時間和權限：

時間	使用權
下午1: 50-2: 10	幼兒學生
下午3:30-4:00	小學部學生
下午4: 40-5: 00	中學部學生
下午 4:40 起（上學周結尾，通常是星期五）	每週寄宿生

- 大門不會在上述時間之前開放。
- 如果學生在車輛到達下車區時不在，家長或其工作人員應注意，他們將被要求繞行，並按照保安人員的指示重新排隊。「下客區」內不允許停留。
- 持有通行證的車輛可以在大門開放前10分鐘排隊，但不能早於此時間。

4.6 懲罰制度：

- 如果家長或其員工無視、挑釁或辱罵交通管理員或保全人員，學校有權在不發出任何警告的情況下取消該家庭車輛進入校園的權限。
- 如果家長或其員工違反學校的任何交通規則，學校將發出警告。屢次違反學校交通規則者，學校有權取消其車輛通行資格。

5. 居住在校園的教職員家屬和客人

- 所有居住在學校的教職員家屬在校期間到訪校園或其他設施時，均須佩戴帶有掛繩的住戶卡（淺藍色）。
- 當有客人預計入住時，教職員應向設施管理團隊發送電子郵件，說明客人的入住時間、日期和時間。
- 所有教職員訪客（包括任何突發來訪的）都應向教職員入口處的保安報到。
- 不留宿的客人應依照「預約訪客」政策登記。
- 過夜的客人將在入住期間獲發紅色訪客掛繩。所有訪客在校園內行走時都應佩戴掛繩，並在重新進入校園時在門口出示掛繩。有訪客的住戶應告知副校長（學術）或助理校長（高級、關懷、身心健康）以及營運總監，如果任何訪客要在宿舍過夜。
- 學期期間，所有居住在校內的教職員的訪客必須始終由全職教職員陪同。只有完成全面背景調查（包括警方調查和符合「更安全招聘」規定的安全保障調查）的訪客才能獲准在無人監督的情況下進入。
- 離店時，客人應將訪客通行證交還給保安人員。
- 出於消防安全考慮，所有現場居民（包括家事服務人員）應填寫《現場居民登記表》，並向人力資源總監和營運總監/合規經理進行登記。任何變更也應上報。居民有責任確保其訪客在任何警報或疏散期間安全撤離到集合點。

6 貨物交付

- 如果居住在校內的教職員預計會有貨物送達，也應通知設施管理團隊。所有貨物應安排送到三號門。
- 不住在校內的教職員不應接收送至學校的私人包裹。

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校园进出与安全政策

本指引之目的

- 1.1. 制定一套清晰的教职员、学生和外部访客（包括义工）进入学校的程序，该程序应为所有教职员、访客、家长、承包商所理解，并符合学校的保障政策和消防疏散程序。
- 1.2. 为了保障学校所有学生的安全，让他们能够在安全舒适的环境中生活和学习。
- 1.3 确保居住在校内的居民，包括教职员、家属和学生，都能在自己的家中感到安全舒适

2. 范围

- a. 学校被认为对学生在正常上课时间以及寄宿学生放学后的时间负有责任。 此政策适用于全校师生：
 - 学校聘用的所有教职员工。
 - 所有居住在工作场所的员工家属。
 - 所有进入校园的外部访客，包括：
 - 巡回导师，
 - SCA和CCA活动教师
 - 体育教练
 - 员工的合作伙伴和雇员
 - 参加大师班/讲座的访客
 - 潜在学生及其家庭
 - 潜在教职员工
 - 包括校友在内的往届学生。
 - 所有家长，包括所有家长义工
 - 所有学生
 - 建筑及维护承包商
 - 私家车

3. 程序

3.1 学校教职员工

- 学校所有教职员工在学校入口处必须出示教职证，并在校园内始终佩戴挂绳（深蓝色）。
- 学校教职员不得进入未经授权的区域，例如：无权进入宿舍的教职员不得在没有授权人员陪同的情况下进入宿舍。

3.2 学生

- 所有学生必须穿着校服进出学校。
- 任何迟到的学生都必须在到达学校后到一号门登记。他们也应向社监、小学部校务处或中学部（视情况而定）报告到达情况。
- 持有学生证的学生必须携带学生证到校。
- 学生提前离校必须到学校校务处领取提前离校卡，并在离开校园前向校门口的保安出示，即使有家长陪同也不行。
- 除周五放学时间外，寄宿生不得以任何理由离开校园，除非他们持有父母或舍监签署的相关文件。

3.3 预约到访学校的访客

- 当学校邀请访客来访时，负责接待访客的教职员应透过电邮、电话或亲自通知设施管理团队和接待员，说明来访的相关性和目的，以及预计的日期和时间。
- 学校应要求访客在访问时携带正式身份证明，并告知访客以下规定的程序。
- 所有访客在进入学校其他区域前，必须先到正门向保安报到。
- 在保安处，所有访客都必须说明来访目的以及邀请他们的教职员姓名。他们应该准备好出示正式身份证明。
- 所有访客都必须配戴学校发放的访客通行证（红色挂绳）。
- 访客随后将被引导至接待处，其联络人将被要求到接待处迎接访客。联络人将在他们身处现场期间，全程负责他们的安全。
- 访客离开学校时，应由工作人员护送至接待处，接待处将透过无线电通知保安人员护送他们前往一号门或他们的车辆。当他们从正门离开时，他们会将访客通行证交还给保安并签退。
- 如果访客开车前往学校，负责邀请的教职员还必须提供其车辆登记号码，并且停车位应提前与设施管理部门（FM）预订和安排。由于停车位有限，可能并非总是能找到停车位，且设施管理部门（FM）对此通行权的决定为最终决定。
- 开车抵达后，访客请到一号门办理登记手续。完成上述步骤后，访客可驾车从二号门进入，保安人员将引导访客前往指定的停车位，然后陪同访客前往接待处。
- 所有访客必须由全职教职员陪同。只有完成全面背景调查（包括警方和符合「更安全招聘」规定的安全检查）的访客才能获准在无人监督的情况下进入。
- 如有其他学校的学生团体来校参观，负责接待的来访教职员将负责该团体的登记、行为规范和举止管理，并在发生火灾或其他重大事故时负责清点人数。
- 来访学校有预约且来校处理公务的访客，必要时可获准在无人监督的情况下进入。他们将获发白色挂绳，前提是已按照学校更安全的招聘要求接受了必要的安全检查。这包括持有

有效的香港警方核查证明，并获得学校指定安全保障负责人的批准。

- 白色挂绳门禁卡仅用于进行与学校相关的活动。只有完成全面背景调查（包括警方调查和符合「更安全招聘」规定的安全保障调查）的访客才能获准在无人监督的情况下进入。

3.4 未经预约的访客进入学校

- 未预约的访客应到校门口保安处登记，并说明来访的缘由和目的。
- 保安人员将透过无线电通知接待处，接待处将联络相关工作人员确认是否可以接待访客。
- 如果无人能够接待访客，或无法联络相关工作人员，访客可以留下联络方式给保安，以便安排其他预约时间。学校将不予开放。
- 如果教职员能够接待访客，则应按照学校预约访客的规定完成登记流程，然后由教职员陪同访客前往接待处，教职员将到接待处迎接访客。
- 任何未配戴访客通行证进入校园的访客，都应礼貌地询问其身分以及来校目的。然后应由专人陪同他们进行登记，并向他们发放访客通行证，或要求他们离开现场。
- 访客离开学校时，应由护送至接待处，接待处将透过无线电通知保安人员护送他们前往一号门或他们的车辆。当他们从正门离开时，他们会将访客通行证交还给保安并签退。
- 如果任何访客拒绝遵守规定，应立即要求其离开现场，并应立即通知校长（透过校长办公室）、人力资源总监和/或营运总监。
- 校长、人力资源总监和/或营运总监将考虑情况，并决定是否有必要通知警方。
- 如果任何访客出现辱骂或攻击行为，将被要求立即离开现场，并被警告如果他们不离开学校场地，将请求警方协助。
- 学校每周下午4时30分放学。学校校务处在每个学期的上学周下午5时关门，设施管理办公室则于下午6时关门。
- 如果学生或家长需要在下午4:30至6:00之间重新进入学校，如果有相关教职员的手机号码，可以直接联系该教职员；否则，他们可以联系学校设施管理团队，该团队将尽力联系需要协助的教职员。但由于此时已是学校一周的结束时间，可能无法找到所需的教职员，或者如果该教职员不在或已离开学校，则会礼貌地拒绝其进入。
- 学校一周结束后，下午6时以后，任何学生或家长未经预约将不得入校。此后，保安人员将礼貌地拒绝任何要求。

3.5 承包商和/或外部服务提供商

- 在场的外部服务提供商（例如设施管理公司、餐饮服务提供商、医疗保健中心）的员工必须佩戴挂绳（绿色）和身份证。
- 所有巡回教师、体育教练、其他SCA/CCA活动提供者都必须佩戴学校发放的临时教职员证。
- 所有来访的承包商或现场服务提供商（设施管理公司、餐饮公司等）的访客都必须按照上述规定进行登记，并佩戴挂绳（橙色）。
- 任何没有承包商通行证的承包商都必须被驱逐出校园。
- 所有来访的承包商必须由一名全职在场教职员陪同。只有完成全面背景调查（包括警方调查和符合「更安全招聘」规定的安全保障调查）的访客才能获准在无人监督的情况下进入。

4 接送安排

4.1 为了保障学生、家长和访客的安全，并确保早晚能最快进入学校，请家长或其雇员遵守以下规定：

4.2 行人：

- 所有小学和中学学生上下学的行人都只能通过一号门。
- 包括教职员、学生、家长和义工在内的所有行人都要步行前往礼拜堂区域。
- 只有幼儿园行人才能通过二号门进出。

4.3 一般规则：私家车

- 学校所有区域的最高限速为8公里/小时。
- 接送服务仅限于持有哈罗香港国际学校车辆入境许可证的车辆。
- 早上之接送许可证的数量由教育局和运输署限制。优先考虑居住在校巴路线以外、因医疗等其他原因无法搭乘校巴之年轻学生。
- 青盈路沿线禁止上下客，包括校门口。
- 青盈路为禁止停车区域。家长或其员工不应沿路停车，停放在禁停区域的车辆可能会被香港警方起诉。这包括在附近的满名山住宅区或珠海学院外停车或等候。
- 驾驶者不得随意变换车道；所有人员必须依照保安人员的指示，等待轮到自己进入学校。
- 在接送乘客期间，驾驶者任何时间都不应将车辆留在无人看管的地方。车辆在接送学生后必须立即离开场地。
- 已预约与教职员会面的访客可根据停车位的可用情况将车辆停放在现场。所有此类请求应事先与设施管理团队安排。该设施仅在接送时间之外开放。
- 如果需要从医疗中心接孩子，家长或其员工可以开车到三号门。

4.4 下车规则：

- 时间和权限：

时间	权限
上午7：30至8：00	所有乘坐私家车并持有通行证前往学校的小学部和中学部学生应在 早上7：30-8：00 之间到达。
上午7：50至8：10	幼儿园学生：所有幼儿阶段学生应在 早上7：50-8：10 之间到达。

- 为了保持交通畅通，学生应将书包、乐器和其他设备放在车内，以便随时取用。
- 所有学生应尽快下车，家长或陪同人员不应下车。「下客区」的等待时间将限制在两分钟以内。
- 学生搭乘私家车往返学校时，应随时系上安全带。

4.5 上车规则：

- 时间和权限：

时间	使用权
下午1：50-2：10	幼儿学生
下午3：30-4：00	小学部学生
下午4：40-5：00	中学部学生
下午 4：40 起（上学周结尾，通常是星期五）	每周寄宿生

- 大门不会在上述时间之前开放。
- 如果学生在车辆到达下车区时不在，家长或其工作人员应注意，他们将被要求绕行，并按照保安人员的指示重新排队。「下客区」内不允许停留。
- 持有通行证的车辆可以在大门开放前10分钟排队，但不能早于此时间。

4.6 惩罚制度：

- 如果家长或其员工无视、挑衅或辱骂交通管理员或保全人员，学校有权在不发出任何警告的情况下取消该家庭车辆进入校园的权限。
- 如果家长或其员工违反学校的任何交通规则，学校将发出警告。屡次违反学校交通规则者，学校有权取消其车辆通行资格。

5 居住在校园的教职员家属和客人

- 所有居住在校的教职员家属在校期间到访校园或其他设施时，均须佩戴带有挂绳的住户卡（浅蓝色）。
- 当有客人预计入住时，教职员应向设施管理团队发送电子邮件，说明客人的入住时间、日期和时间。
- 所有教职员访客（包括任何突发来访的）都应向教职员入口处的保安报到。
- 不留宿的客人应依照「预约访客」政策登记。
- 过夜的客人将在入住期间获发红色访客挂绳。所有访客在校园内行走时都应佩戴挂绳，并在重新进入校园时在门口出示挂绳。有访客的住户应告知副校长（学术）或助理校长（高级、关怀、身心健康）以及营运总监，如果任何访客要在宿舍过夜。
- 学期期间，所有居住在校内的教职员的访客必须始终由全职教职员陪同。只有完成全面背景调查（包括警方调查和符合「更安全招聘」规定的安全保障调查）的访客才能获准在无人监督的情况下进入。
- 离店时，客人应将访客通行证交还给保安人员。
- 出于消防安全考虑，所有现场居民（包括家事服务人员）应填写《现场居民登记表》，并向人力资源总监和营运总监/合规经理进行登记。任何变更也应上报。居民有责任确保其访客在任何警报或疏散期间安全撤离到集合点。

6. 货物交付

- 如果居住在校内的教职员预计会有货物送达，也应通知设施管理团队。所有货物应安排送到三号门。
- 不住在校内的教职员不应接收送至学校的私人包裹。

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