

Dated August 2014

Islamia Girls School/Brondesbury College “The School”

Visitor Request Form

1. Introduction

- 1.1. A visitor to the school may also be defined as a guest, a speaker,.....
- 1.2. A visitor must not be contacted before this form has been completed and approved by the line manager of the school.
- 1.3. The form must then be authorised by the Executive Director of Islamia Schools Limited.

This form must be filled out when *a staff member* would like to seek permission to invite a guest to the school. The completed form must then be handed in to the Head Teacher

BOX 1 Please provide your details

Name of Employee: _____ Date & Time: _____
Relationship with visitor: _____

BOX 2 Please provide details of the individual you wish to invite to the school

Full name of visitor _____ Date of visit: _____
Tel no. of visitor _____ Email _____
Company _____ Company Tel _____

Address of Visitor/Company (providing details of website if applicable)

Reason for Visit (please state here why you think the individual should be invited to the school, and what benefit you think this will have on the school and students)

Did you do any searches online regarding this visitor's activities? Please circle the methods used to indicate how you carried out your research on this individual's: online search engine, newspapers, local papers, online papers, Wikipedia, search of websites, search of government websites, other (please give details below).

Did any of your searches reveal any reason the visitor may not be suitable for the school? (e.g. adverse publicity, criminal record etc.)

Following your research, has this person ever exhibited aggressive, violent, undemocratic, anti-religious behaviour or made any intolerant or prejudiced comments either publicly or privately? (please give details where necessary).

Please name and give contact details of all individuals if there are more than one visitor:

Full name of visitor 2 _____ Tel no. of visitor: _____
Full name of visitor 3 _____ Tel no. of visitor: _____
Full name of visitor 4 _____ Tel no. of visitor: _____

BOX 3 TO BE COMPLETED BY OFFICE ONLY

Executive Director _____ Accept/Reject invitation _____

Date & Time: _____

