

Campus Guest Policy

Overview:

UWC ISAK Japan is a private independent boarding school. As such, its buildings and grounds are generally not open to the public.

Members of the public can be granted access to the campus as personal guests of staff and faculty or for school events that are deemed open to the public.

When on campus, such visitors have the status of guests, and are subject to all school policies as detailed below and [visitor guidelines](#) and to all requirements that the school in its discretion may impose on campus visitors. Campus access is limited to approved visits only, and other rooms or locations on campus are not open to the public. **Visitors may not have any contact with students without advance approval from ISAK or solicit them in any way at any time.**

The school is responsible for protecting the privacy of its students. UWC ISAK Japan does not allow photography of its students, buildings, or premises except by members of the UWC ISAK community (students, faculty, staff, and parents of ISAK when approved) or by those persons hired by the school to do photography.

The school reserves the right to revoke the guest privileges of any visitors who fail to comply with school policies, as well as those visitors who fail to cooperate with school personnel or who object to the directives of school personnel.

The school reserves the right to review and change its policies as needed.

Protocols and Procedures:

Prior to arrival, UWC ISAK staff and faculty must notify the HR team to request guest/s to campus stating the purpose of the visit and including the arrival date, time, and length of visit. Approval will be sent via email to the requester. Any staff or faculty hosting a guest overnight in their personal housing on campus must also notify safeguarding@uwcisak.jp with the above information, preferably at least 3 days in advance.

Upon arrival at the school, guests must report directly to the KAC to sign in and retrieve their visitor identification badge - the badge must remain visible throughout their visit. All visitors to the UWC ISAK campus are asked to bring formal identification with them at

the time of their visit. Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the KAC to receive their guest. The contact will then be responsible for them while they are on site.

When departing the school, UWC ISAK staff/faculty must escort their guest/s to sign out at the KAC. In the case that this is not possible they must be escorted off campus and notify the HR office via email.

Unknown/Uninvited Visitors:

Any visitor who is not wearing an identity badge or being escorted by a UWC ISAK staff or faculty member should be asked politely who they are and their business on campus. If an approved guest, they should then be escorted to the KAC to sign in, be issued an identity badge, and connected with their point of contact.

In the event that the visitor refuses to comply, they should be asked to leave the campus immediately and the Head of School and a Deputy Head of School should be notified promptly using the ISAK Emergency system.

Visitor Guidelines

Welcome to UWC ISAK Japan where Safeguarding and pastoral care is the responsibility of all community members.

We require all visitors to report any concerns.

- Please display your visitor's badge prominently at all times.
- Please ask for permission from UWC ISAK Japan before taking any photos or videos; no images of students may be shared in any online social media and any images of students must be deleted after the permitted purpose is complete.
- Your host will show you the toilets designated for adults.
- Please do not take personal information from any student nor give personal information to any student including contact details or social media profile. Unless authorised by a member of staff/faculty.
- Visitors must not be alone with an individual student.
- Visitors are expected to respect students' personal space.
- Visitors are free to verbally greet or talk with students outside of their classes.

Smoking

UWC ISAK Japan operates a strict no smoking policy and this includes the grounds, as well as the buildings.

Fire alarm

Familiarise yourself with the emergency evacuation signage displayed throughout the campus, a copy of which is available on request; in the event of an alarm, please follow the instructions from your host and signs to the nearest exit.

Contacts

If you have any concerns or require assistance while on campus, please approach your host or any UWC ISAK Japan staff member.

Specific advice for recent alumni

Recent alumni working at UWC ISAK Japan are usually closer in age to the students than regular staff/faculty and as such may have a more casual relationship with students which can be a useful bridge and a welcome addition to the range of student support networks at the School. At the same time, this can create difficulties for them in terms of managing a professional relationship. In order not only to safeguard students, but also to prevent recent alum putting themselves into situations which can be misconstrued, recent alums should:

- Be aware of cultural differences in their interactions.
- Not socialise with students in student rooms and limit their interaction to communal areas.
- While recent alums normally are of legal age and therefore can legally drink alcohol, like all UWC ISAK Japan staff/faculty, they should never do so with students.
- Not befriend students on social media whilst at the School. Once they have finished their internship they may do so.
- Be fully conversant with the Student Community Agreements. A consequence of this is that they should cooperate with the School in implementing it and be ready to challenge inappropriate student behaviour.
- Whether staying on or off campus, recent alum should never have students visiting them in their rooms individually
- Not give students lifts in their vehicle or get a taxi with an individual student alone. Like for all other staff/faculty, in an emergency situation this may not apply.
- Respect the confidentiality of any professional meeting or discussion so that they are treated as staff/faculty and can engage with staff/faculty professionally. Breaking confidentiality may cause a disciplinary procedure and could cause the termination of the internship.
- Should not indulge in horseplay or any game which could be construed as sexual contact.
- Be cognisant with this Policy and report to the House Mentors any concerns they may have about the wellbeing or behaviour of any student/s. In case of serious concerns, they should report to the DSL/DDSL immediately.
- We strongly caution alums not to have sexual or romantic relations with faculty/staff members as this could be deemed a dismissible offence for both parties.