



VISITORS' PROTOCOL

Welcome to The Abbey CE VA Primary School

'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.'

Safeguarding - If you have any concern that a child has been harmed, is at risk of harm, or you received a disclosure, please contact the main reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.

Health & Safety - Safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the health and Safety of yourself and others.

Classrooms - Do not enter classrooms unless escorted by a number of staff or by prior arrangement.

Emergency - If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

Accidents - Any illness, injury or accident must be reported to the school office.

Smoking - It is against the law to smoke on school premises.

Property or Vehicle - The school accepts no responsibility for any loss or damage to visitor's property or vehicle.