Visitor Book & Fire Register

Please print clearly and press firmly

Date	Print Name	Representing	Visiting	Signature	Veh. Reg.
				SIGNATURE	
Date	Print Name	Representing	Visiting	Before signing please read Notice to Visitors on pass	

Valid on this date only

VISITOR

☐ Unsupervised

☐ Supervised

Pass No:

Welcome

Whilst on our premises the following must be observed

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

Emergency - If the fire alarm should sound please leave the building by the nearest safe exit and proceed to the assembly point. Do not re-enter the building until you are told it is safe to do so.

Personal Property - The school cannot be held responsible for any loss or damage to vehicles and / or personal possessions whilst using the premises.

Classrooms - Please do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Photographs & Mobile Phones – Visitors are not permitted to take photographs of children without prior consent. Please ensure that mobile phones are turned off whilst you are with children.

Safeguarding Children - If you have any concerns that a child has been harmed, is at risk of harm, or you receive 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.

Please return your pass before leaving

DBS Checked	ID Checked	Time In	Pass No.	Time Out

IMPORTANT!

PLEASE REMEMBER TO RETURN YOUR PASS TO THE POINT OF ISSUE UPON LEAVING THE PREMISES

WELCOME

IMPORTANT NOTICE FOR ALL VISITORS

The organisation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share this commitment.

This Visitor Pass System is used to enhance safety and security as well as providing an up to date record for the Fire Regulations.

Your attention to the following is requested:-

On arrival please complete all details as indicated and familiarise yourself with the notes on the pass as your signature indicates that these have been read and understood.

Before ticking either 'Supervised' or 'Unsupervised' on the pass, please consult a relevant member of staff first.

Please wear your pass in a visible position and upon leaving, return it to the point of issue and record your time of departure. This is to ensure that the fire register is accurate and up to date.

We hope that you enjoy your visit and we thank you for your co-operation.

To re-order, please contact us on tel 0161 413 7939 SecuritySafetyProducts.co.uk

To re-order, please contact us on tel 0844 997 0101 SecuritySafetyProducts.co.uk

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