

AZBUKa Safeguarding Rules for Visitors

ALL visitors to the School and Nursery (including parents who visit classrooms and educational spaces of Nursery and School) shall:

1. Agree to adhere to these rules whilst visiting Azbuka premises.
2. Sign-in and sign-out in the visitors book (with name date and time)
3. Wear visitors badge
4. Ensure doors between rooms to be shut at all times.
5. Not to be left alone with children under any circumstances.
6. Not to take photographs (camera or mobile phone). Camera and mobile phones are prohibited while on premises.
7. In case of fire to follow procedures and directions of staff and leave by fire exit signs (green signs).
8. No smoking.
9. At end of the visit to be seen off the premises to the school exit by a staff member.