

## **AZBUKA RUSSIAN-ENGLISH PRIMARY SCHOOL & NURSERY**

### **RULES FOR VISITORS**

*Updated September 2025*

All visitors to the School and Nursery (including parents) shall:

- Sign-in and sign-out in the Visitors Book. Please make sure you write your name and telephone number clearly
- Wear visitor badge
- Ensure doors between rooms are shut at all times
- Not to be left alone with children under any circumstances
- Not to take photographs on camera on phones. The use of cameras and mobile phones are prohibited while on premises
- In case of fire to follow procedures and directions of staff and leave by fire exit signs (green signs)
- If a child makes a disclosure to a visitor contact DSL/DDSL/Head teacher or member of staff immediately
- No smoking
- At the end of the visit to be seen off premises to the school exit by a staff member