

VISITOR BOOK & FIRE REGISTER

DATE

NAME

HOST

V

P

C

O

REPRESENTING

SIGNATURE

TIME IN

PASS No.

VEH. REG.

TIME OUT

DATE

NAME

HOST

V

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REPRESENTING

SIGNATURE

TIME IN

PASS No.

VEH. REG.

TIME OUT

VISITOR

PARENT

CONTRACTOR

OTHER

PLEASE WEAR YOUR PASS AT ALL TIMES
AND RETURN IT BEFORE LEAVING

Pass No.

Please tick/
appropriate
box for our
records

NOTICE TO VISITORS

● Your safety and well being 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.

● If you have any concerns that a child has been harmed, is at risk or you receive a disclosure, please contact the main reception as quickly as possible and speak to a member of staff with responsibilities for child protection.

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

● 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.

● The school operates a No Smoking Policy, which we ask you to respect.

● Any illness, injury or accident must be reported to the School Office immediately.

● The school accepts no responsibility for any loss or damage to Visitor's property.

PLEASE RETURN
YOUR PASS TO
SCHOOL OFFICE
ON DEPARTURE

WELCOME
TO OUR SCHOOL

IMPORTANT INFORMATION
FOR ALL VISITORS

This school is committed to Safeguarding and promoting the welfare of children and young people and expect all visitors / Volunteers and staff to share the commitment.

This Visitor Pass System is used to ensure the Safety and Security of the school and its pupils as well as providing an up-to-date record for Fire Regulations.

Please complete all required details on the next available pass and wear the pass visibly throughout your stay.

Please familiarise yourself with the notes on the pass, as your signature indicates that they have been read and understood.

Please ask your host if there is anything you are unsure of.

Contractors must not commence work until they have reported to their host and ensured that any necessary Permit to Work documentation is completed.

All Visitors and Contractors must return their pass to the point of issue on departing the premises at any time. This is to ensure we maintain an accurate and up-to-date Fire Register.

THANK YOU FOR YOUR
CO-OPERATION