



SIMPLY PENDOYLAN

VISITORS' RULES

To help ensure the safety, security and wellbeing of all children, staff and visitors, all visitors are required to:

- Sign the Visitors' Book on arrival and departure.
- Wear a visitor badge (where provided) and ensure it remains visible throughout your visit.
- Follow all health and safety procedures whilst on the premises.
- Familiarise yourself with the fire evacuation procedures and assembly point displayed on site.
- Comply with the setting's No Smoking and No Vaping Policy.
- Report any accidents, incidents, hazards or safeguarding concerns immediately to the Playleader or Person in Charge.
- Remain under the supervision of a member of staff unless otherwise authorised.
- Respect the confidentiality and privacy of children, families and staff at all times.
- Use mobile phones, cameras and recording devices only in accordance with the setting's Mobile Phone and Photography Policy.
- Follow all instructions given by staff during your visit.

FIRE EVACUATION PROCEDURE

If a fire is discovered:

- Raise the alarm immediately by informing a member of staff. The alarm will be given verbally and, if required, by whistle.
- Leave the building immediately using the nearest safe exit.
- Do **not** stop to collect personal belongings.

- Do **not** attempt to escort or remove any children unless specifically instructed to do so by the Person in Charge.
- Close doors behind you where it is safe to do so.
- Proceed directly to the designated assembly point and remain there until instructed otherwise.
- Do not re-enter the building until authorised by the Fire and Rescue Service or the Person in Charge.