

Visitor Guidance

**Welcome to Enniskillen Model Primary School.
We hope you enjoy your time with us.**

Please

- Report to the school office to sign in or out when arriving and leaving the school premises.
- Wear an appropriate form of identification when on school premises. Badges are available for those who do not have clear identification of their own.
- Comply with school policy on the use of mobile phones. Do not take photographs of pupils using your phone and do not post any material relating to this school on social networking sites.
- If the Fire Alarm rings leave the building immediately using the nearest fire exit (these are clearly labelled). Proceed to the Fire Assembly point (Muster A, B and C) located in the playground and do not re-enter the building until you are told it is safe to do so.
- Report any safeguarding concerns or pupil disclosures to the Class Teacher/Designated Teacher /Principal and not investigate further.
- Only use staff toilets and avoid visiting any area where pupils are changing or working alone.
- Adhere to the No-Smoking Policy.
- Report any accidents, hazards or breakages immediately.

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