

**To keep our staff, pupils & families safe we need to:**

* **All Staff must sign in & out in the folder placed at front door.**
* **All doors should be closed & locked after breaks**
* **Pupils are NOT allowed to enter via FRONT DOOR during breaks.**
* **Visitors are only allowed to enter via the FRONT DOOR.**
* **Visitors MUST wait to be seen by a member of staff: Sign in & wear an appropriate lanyard.**
* **Pupils & visitors are NOT allowed to open the Front Door at any time.**
* **All members of staff to take responsibility for signing visitors in & directing them to the appropriate place.**

 **St Albert’s Health & Safety Rules**

