

## **RULES FOR VISITORS – Please read before you commence your visit**

**We are committed to the safety and wellbeing of all students, staff and visitors. Therefore all visitors must observe the following rules.**

<b>GENERAL</b>	<ul style="list-style-type: none"> <li>• Enter and exit the site from the main entrance, observe signing in and out procedures.</li> <li>• You will be issued with a Visitor badge, which must be worn at all times so that it is visible. Please return this to Reception when you leave the Academy site.</li> <li>• Do not move around the Academy site unescorted (by a member of staff) and only stay within the areas that are necessary for your visit.</li> <li>• Please do not interact with students unless given permission to do so by a member of staff.</li> <li>• Please note that inappropriate behaviour will not be tolerated and may be reported to the Police.</li> <li>• An accessible adult toilet is available for use. If required, please ask a member to escort you to this facility, or ask to be escorted to a convenient staff toilet. Do not use any other toilets during your visit.</li> </ul>
<b>FIRE/EMERGENCY EVACUATION</b>	<ul style="list-style-type: none"> <li>• If you hear the alarm (continuous ringing of a bell), please leave by the nearest exit and report to an assembly point so that you can be accounted for.</li> <li>• If you are working with students, lead them to safety and inform a member of Academy staff so that accurate registers may be taken.</li> </ul>
<b>MOBILE PHONES, CAMERAS, ETC</b>	<p>Whilst on site please:</p> <ul style="list-style-type: none"> <li>• Ensure that your mobile phone Bluetooth capacity is disabled.</li> <li>• Use phones, cameras and similar devices only in connection with your business and only when you are approved to do so by a member of staff.</li> <li>• Do not take/use images of students unless approved to do so.</li> <li>• Do not leave equipment unattended.</li> </ul>
<b>INTERACTIONS WITH STUDENTS</b>	<p>Where your role requires that you interact with students or you are attending the Academy on Local Authority/Partnership/Agency business you must:</p> <ul style="list-style-type: none"> <li>• Present your photo ID (and any other documentation requested by the Academy) to our Reception staff.</li> <li>• Wear your Photo ID and Visitor badge at all times when on the Academy site.</li> <li>• Interact with students only as necessary within your professional capacity and report any concerns you may have immediately to a senior member of Academy staff. Reception staff will provide advice on how to make this contact.</li> </ul>