

## 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.

GENERAL	<ul> <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>
FIRE/EMERGENCY EVACUATION	<ul> <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>
MOBILE PHONES, CAMERAS, ETC	<ul> <li>Whilst on site please:</li> <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>
INTERACTIONS WITH STUDENTS	<ul> <li>Where your role requires that you interact with students or you are attending the Academy on Local Authority/Partnership/Agency business you must:</li> <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>