

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	 Enter and exit the site from the main entrance, observe signing in and out procedures. 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. 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. Please do not interact with students unless given permission to do so by a member of staff. Please note that inappropriate behaviour will not be tolerated and may be reported to the Police. 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.
FIRE/EMERGENCY EVACUATION	 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. If you are working with students, lead them to safety and inform a member of Academy staff so that accurate registers may be taken.
MOBILE PHONES, CAMERAS, ETC	 Whilst on site please: Ensure that your mobile phone Bluetooth capacity is disabled. 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. Do not take/use images of students unless approved to do so. Do not leave equipment unattended.
INTERACTIONS WITH STUDENTS	 Where your role requires that you interact with students or you are attending the Academy on Local Authority/Partnership/Agency business you must: Present your photo ID (and any other documentation requested by the Academy) to our Reception staff. Wear your Photo ID and Visitor badge at all times when on the Academy site. 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.