

At SKAPE, we are committed to the safety and wellbeing of all students, staff and visitors therefore all visitors must agree to the following before being allowed access to the SKAPE site.

GENERAL	• You must enter and exit the site from the main entrance. • Upon arrival at the Centre, the main entrance will be locked and will be opened by a member of staff (if appropriate). All staff members are key holders. • You will be asked to sign a Visitors' Book stating your name, company name and who you are visiting. Please note that this is a GDPR compliant book with confidentiality protected. You must sign in, and then sign out again. • You will then be issued with a Visitors' Badge/Sticker. Please wear this at all times so that it is visible. Please return this to main reception as you leave the SKAPE site. • Do not move around the SKAPE site unescorted. • At no time should you seek to be alone in any area with a student (unless you are from a designated body that requires this, your visit is pre-arranged and approved, and you have all relevant ID and a current DBS check that you have shown to SKAPE staff). • Please stay within the areas relevant to your visit. • Please ask a member of staff for the nearest staff toilet. • Smoking or vaping is not allowed anywhere within the SKAPE site. • Please do not interact with students unless relevant to the purpose of your visit or instructed by a member of staff to do so. • Please note that inappropriate behaviour or language on site is unacceptable in relation to students, staff and visitors.
FIRE	• If you hear the fire alarm at any time, please follow evacuation instructions displayed in the room. • Report to Kelly Watson (Centre Manager) or to Dale James (Designated Fire Officer) at the visitor fire assembly point on the Queen Street Car Park so that you can be accounted for. • If you are working with students, lead them to safety and inform a member of SKAPE staff so that registers may be taken.
	Whilst on site please:

MOBILE PHONES, CAMERAS, ETC.	• Do not use mobile phones or other devices unless you have express permission to do so and it is essential for your work/visit, and you have the necessary consent. • Do not take/use images of students (unless given express permission to do so and you have all necessary consent). Please see SKAPE staff for a clear understanding of what photographs can and cannot be taken or used and bear in mind that for some students, this may NEVER be allowed. • Do not leave equipment unattended. • Ensure that your mobile phone's 'Bluetooth' capacity is disabled.
INTERACTIONS WITH STUDENTS	Where your role requires that you interact with students or you are attending SKAPE on Local Authority/Registered School business you must: • Present your ID and/or DBS when requested by our Reception Staff (unless you are on SKAPE's Approved Visitors' List, in which case, you should relay this fact to SKAPE staff.) • Wear your Visitors Badge/Sticker at all times when on the SKAPE site • Interact with students as required within your professional capacity and report any instances/concerns/observations you may have immediately to a senior member of SKAPE staff. (Reception staff will provide contact with a senior member of staff for you to discuss your concerns.)

Anyone whose actions/behaviour, etc. causes concern, or who do not follow the above requirements, will be reported to the appropriate authority for further action.