Welcome to SKAPE

Information for all visitors to our education centre



Whessoe Road, Darlington

DL3 0QT

The safety, safeguarding and wellbeing of our students, staff and visitors are a priority.

Please read these arrangements and follow staff instructions throughout your visit.

ENTERING AND LEAVING THE BUILDING

- The main entrance has two sets of double automatic doors.
- Once students are inside, automatic operation of the INTERNAL doors is switched off. The internal doors are then staff-controlled.
- For routine entry or exit after this point, please contact a member of SKAPE staff, who will open the internal doors for you.
- Do not force the doors, allow anyone to follow you in, or admit another visitor yourself.
- All visitors must use the main entrance for normal arrival and departure. Emergency evacuation arrangements are different; see page 2.

SIGNING IN AND VISITOR IDENTIFICATION

- Report to reception on arrival. Sign the visitor register with your name, organisation and who you are visiting; sign out before departure.
- Wear the visitor badge or sticker issued to you where it can be seen at all times. Return it to reception when leaving.
- Be prepared to present identification and any relevant safeguarding or DBS information requested by staff.

MOVING AROUND THE SITE

- Remain in the areas relevant to your visit and do not move around the centre unescorted unless specifically authorised.
- Ask a member of staff where to find the appropriate visitor or staff toilet.
- Smoking and vaping are not permitted on site. Respectful language and behaviour are expected at all times.

Staying safe during your visit

Please follow these requirements whenever you are on the SKAPE premises.

FIRE ALARM AND EVACUATION

- If the fire alarm sounds, stop what you are doing and leave promptly by the nearest safe designated fire exit. Follow the posted evacuation instructions and staff directions.
- The staff-controlled entrance doors are for NORMAL access only. Do not wait for a member of staff to operate those doors during an emergency: use the designated safe escape route.
- Go to the current designated fire assembly point shown on SKAPE's on-site evacuation information, and report to a member of staff so that you can be accounted for.
- If you are working with students, support them to evacuate safely and inform staff so that student registers can be checked. Do not re-enter until authorised.

SAFEGUARDING AND STUDENT CONTACT

- Do not interact with students unless it is relevant to the purpose of your visit or a staff member has authorised it.
- Do not arrange to be alone with a student unless this has been agreed in advance and the necessary checks and safeguarding arrangements are in place.
- Report any concerns, disclosures or observations relating to a student to Linda James, Centre Manager and Designated Safeguarding Lead (DSL), or immediately to another member of staff if Linda is unavailable.
- Visitors working in a professional capacity must remain within their authorised role and comply with SKAPE safeguarding procedures.

PHONES, PHOTOGRAPHY AND EQUIPMENT

- Use mobile phones or other devices only where necessary for your visit and with staff permission.
- Do not photograph, film, record or share images of students without explicit permission and all required consents. Some students must not be photographed.
- Do not leave equipment unattended. Keep Bluetooth disabled on mobile devices while on site, in line with the existing visitor rules.

Before leaving

Please sign out, return your badge, and ask a member of staff to open the internal door where required.

SKAPE may ask any visitor who does not follow these arrangements to leave the premises.