

Welcome to our UTC!

We politely ask you to read and act upon the following information.

West Midlands UTC recognises that visitors may make an important contribution to the life and work of the UTC. Visitors to the UTC are welcome; however, the safety and security of both students and staff must be a priority. A visitor is a person who is on the UTC site who is not employed by the UTC or a student attending the UTC.



Visitors to the UTC are required to:

- Show photographic ID or otherwise prove their identity to reception staff
- Sign in at the visitor terminal in reception, indicating the name of the person they are visiting, and obtain a photographic visitor pass.
- Sign out using the visitor's terminal before leaving.
- All visitors on site must wear their visitor's badge and ensure that it is clearly visible – those who are not recognised, or who are not appropriately badged will be politely asked their business and escorted to reception to confirm their identity, sign in and/or receive a visitor's badge
- Visitors (other than those on the "Authorised Persons" list) should be accompanied on the UTC premises throughout the duration of their visit and will be under the supervision of the named member of staff.
- Visitors are reminded that the UTC is a "no smoking site", this includes e-cigarettes.
- Visitors are asked to refrain from photography and video recording whilst visiting the UTC unless directed otherwise by UTC staff (for example to photograph their child's performance) and under no circumstances should photos or video be distributed to others over social media networks without the express written permission of the Principal. If in doubt, it is more

comfortable for everyone if you ask for clarification rather than be challenged by staff.

First aid:

Anyone requiring medical attention should report to reception who will arrange immediate first aid. If a visitor to the UTC requires an ambulance all efforts must be made to contact a member of the family or another work colleague, unless requested otherwise by the person. If you feel unwell during your visit, or have a pre-existing medical condition that we ought to be aware of, please share the details confidentially with reception.

In case of a fire:

- If you discover a fire, please alert reception immediately unless this would put you at risk or activate a fire alarm panel.
- Leave with your host if you are accompanied.
- If you are alone you should either link up with a member of staff or leave by the nearest external fire exit and make your way to the rear of the building and the MUGA (games) area, following the signs. The assembly point for visitors is the spectator area against the brick wall in the MUGA. If in any doubt you should link up with any member of staff who will show you the way.

Safeguarding:

West Midlands UTC believes that our students should never experience abuse of any kind. We have a responsibility to promote the welfare of all students and to keep them safe during their studies. Whilst visiting the UTC if you have any concerns about a students' welfare please contact reception and ask to speak with Claire Gleeson, designated safeguarding lead. Alternatively you can make contact via telephone (01902) 872180, or email claire.gleeson@wmcutc.co.uk

Thank you for taking time to read this, we hope your visit is enjoyable.

