

Procedure 9.1 Access Procedures					
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Introduction

Building access arrangements are designed to ensure that the Academy facilities are only accessed for authorised purposes and that compliance is achieved with all the Health and Safety and Academy regulations.

Access times for students

Students will have access to the Academy from **8.30am to 5.30pm** hours. They should not normally be on site earlier or later than these times without special authorisation.

Restricted areas for students

Students are not allowed to enter any areas, which are marked **Staff Only**. Students may only enter these areas with specific permission.

Students can request permission by making a request with the reception, who will ask the member of staff involved if an appointment is first necessary or permission for entry can be given.

Lift access

Students are not allowed to use the lift unless they are physically unable to use the stairs. Any student who is unable to use the stairs will first ask the receptionist who will make arrangements for the student to see the appropriate member of staff who can help them to obtain a lift key after they have been assessed.

Assessment of lift use

The lift will be made available for any student who has a disability, which prevents him or her from using the stairs. This disability may be permanent or temporary; e.g. broken limbs, medical conditions, etc. A full assessment of the need will be conducted by a member of staff from the Welfare Office or by the Estates Head. This assessment will ensure that all medical needs are properly addressed. Regular reviews will be conducted.

Lift responsibilities

The Academy will ensure that the lift is properly maintained and that a speaker is available inside for emergency use. No one should use the lift out of hours. Any misuse of the lifts by a student will lead to the removal of this facility. When the fire alarm rings, no one is allowed to use the lift but must use the stairs to go to the assembly area.

Disabled Access

The Academy is equipped with CCTV for safety and security, and wheelchair users have direct easy access from outside. The signs leading to the entrance are clearly seen by the entrance stairs, which lead to cafeteria, toilets and classrooms with wheelchair access. Wheelchair user visitors and students are advised that there is not a wheelchair access to the main reception area, computer lab or the library in our building. They should make Welfare Officer aware should they wish to access a book from the library or need a laptop to work on. The Academy will endeavour to meet these needs subject to availability.

Guide dogs are admitted. Students should inform the reception of their support needs at application, interview or enrolment or at any time during their course. The type of support the Academy offers will depend on an individual student's needs and will be negotiated with the student and in many cases his / her parent / carer. To ensure that support can be put in place in a timely manner, applicants are asked to identify that they have a learning support need on their application form.

Visitor Guidance

All visitors will be advised on the processes prior to their visit. When on the Academy site, visitors are expected to:

- enter and exit the building through the designated entrances and exits only
- provide valid identification at the time of their visit
- report to the Academy reception to sign in / out making note of their name, organisation, who they are visiting, car registration number (if applicable) and wait to be collected their host
- report to the Academy reception and sign out clearly before departure
- follow the staff code of conduct (procedure 6.13) accordingly
- where possible, guest speakers / lecturers should have a valid DBS to protect the safety of learners (if not, the visitor will be chaperoned by a senior member of staff throughout their visit)
- be aware of the DSL, health and safety and fire evacuation protocols