



WE ARE KEEPING YOU SAFE

STUDIO VISITOR POLICY

DPA Academy of Dance & Performing Arts is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

The following procedures will help the us discharge these duties and help ensure the safety of visitors whilst at the studio and in case of emergency evacuation.

1. All visitors (e.g. contractors/parents/invigilators) must report to Main Reception to sign in and receive a visitor's badge.
2. Please advise all visitors in advance of this requirement and inform the office of the intended visit if possible.
3. It is the responsibility of all staff to advise any visitor they see on the premises without a badge of the need to sign in at the office. In these circumstances the visitor should be directed to, and accompanied if possible, to the office.
4. If the visitor refuses to go to the office or to leave the premises and/or becomes aggressive or threatening there are some general principles that staff should follow:
 - Safety of yourself and others (students and staff) is paramount. Do not put yourself in danger.
 - Ensure students are removed from the situation to a place of safety
 - Seek help from other members of staff
 - Attempt to calm the situation – if this is possible
 - Call the police (request that the police be called)

All incidents of this nature must be reported to the Principal by the member of staff involved, following the event.

5. On arrival at the office the visitor will be asked to sign in and wait in the reception until the appointment has been confirmed and the visitor collected (by a member of staff).
6. Emergency evacuation procedures are displayed around the studios and in main reception for visitors to see. Any visitor with a disability or mobility problem must inform their host member of staff who will ensure that the correct provisions are in place for their safe evacuation.