

University Visit Days



CODE OF PRACTICE

For party leaders bringing groups onto university premises for a campus visit

- 1** A Party Leader wishing to bring children (persons under 16 years of age) or young people (persons aged between 16 –18 years) on to any part of Bath Spa University premises must only do so after prior arrangement with a member of Bath Spa University staff; hereafter referred to as the On-Site Coordinator.
- 2** A programme of events/locations will be agreed between the visiting Party Leader and the On-Site Coordinator, and a Risk Assessment carried out, before any visit takes place. To facilitate this the Party Leader must confirm:
 - The number of visitors attending, including the number of adults in a supervisory capacity.
 - Any special arrangements which may be needed to support party members with additional needs/access requirements etc. In such cases these should be communicated at the earliest opportunity to allow for any consultation required with the BSU Disability Officer.
- 3** It is the responsibility of the Party Leader of the visiting group to ensure they are provided with the relevant information and Risk Assessment documents by the On-Site Coordinator with whom they have arranged the visit.
- 4** The University cannot be held responsible for any incident or accident which occurs to a member of a visiting party if their actions deviate from agreed procedures.
- 5** Party Leaders remain responsible for the behaviour of their group at all times. Visitor's behaviour should be reflective of the University's Code of Conduct which requires its students to act:
 - Responsibly
 - Honestly
 - Fairly
 - Considerately and courteously
 - Constructively and collaboratively
 - Respectfully (ensuring others', property and resources are treated with civility, decency, dignity and care)
 - Lawfully; and
 - In accordance with university regulations, policies and procedures
- 6** The visiting Party Leader should ensure that children/young people are fully aware of any sub-group they are assigned to, who the other members are, and the identity of their immediate supervisor in that sub-group.
- 7** It is the responsibility of the Party Leader to ensure there is a system to check that all members of the visiting group are 'present and correct' at a frequency that is reasonable and proportionate in relation to the group's size/age etc.

- 8** No child/young person may leave the main party without the express permission of their Party Leader (or person specifically allocated to act for them) and who has the list of all members of the visiting group.
- 9** No party should have a supervision ratio of more than twenty (20) children/young person per adult. However, the level of supervision must be a matter for the professional judgement of the Party Leader and will depend upon criteria such as the composition of the party, assistance available and the activities undertaken.
- 10** The Party Leader and the On-Site Coordinator must both be confident that all staff acting in a supervisory capacity are themselves over eighteen years old and aware of the following:
 - That written Risk Assessments are available for each task to be carried out under their supervision. All safety procedures associated with tasks and any specific hazards which may reasonably be expected to be encountered will be included in the Risk Assessment document must be understood and adhered to.
 - University fire alarm procedures, including the location of Fire Assembly Points and escape routes from all locations likely to be visited by the group.
 - Locations of University First Aid staff and medical facilities available.
 - That after any Emergency Procedure has been enacted, Party Leaders must account for all group members under their care, by checking names against their register.
 - That all warnings and safety notices on site are expected to be adhered to by all members of a visiting party. For example, Out of bounds areas, No smoking, Danger, etc.
 - That particular care must be taken where a member(s) of a group does not have English as their first language or understanding is disadvantaged in any other way.
- 11** The visiting Party Leader must be aware of any special medical condition, phobia, allergy etc. of any member of their visiting group, and where necessary organise with the On-Site Coordinator appropriate action or precautions to be taken. It will be presumed that the Party Leader will have parents' written authorisation concerning arrangements for any medication required by a member of the group, and that clear instructions regarding timings and dosage are known to any supervisor of that party member:
 - It is the responsibility of visiting Party Leaders to ensure party members bring and have access to required/appropriate medication (e.g. antihistamines/epi-pen auto injector) noting that the BSU Security Team cannot be held responsible for supplying medication of this type.
 - Where BSU is providing catering, Party Leaders must inform their On-Site Coordinator of any dietary requirements or allergies prior to visiting.
- 12** The On-Site Coordinator will presume that a visiting Party Leader will defer to directives concerning visits as set out by their own employing authority.