

VISITOR CODE OF CONDUCT / HEALTH AND SAFETY AND CONFIDENTIALITY STATEMENT

Introduction

Welcome to North Lancs Training Group. We are pleased to have you as a guest of NLTG at our facilities. At NLTG we are committed to ensuring both a safe working and learning environment for all associates within NLTG.

Whether you are a regular visitor or this is your first time visiting, this checklist will help to ensure you remain safe throughout your visit, there are no misunderstandings and you conduct yourself appropriately whilst on any NLTG premises.

Code of Conduct / Health and Safety:

Please do:

- Sign in using the Ipad system at all locations (Bury and Oldham sign in)
- Wear your lanyard with associated visitor badge at all times
- Never leave the reception area / front entrance until the person you are visiting meets with you
- Leave the building by the nearest exit if you hear the fire alarm. You will be directed by NLTG staff to help you follow the correct procedures
- Confine yourself to the purpose of the visit. Remember that any interaction with learners can be easily misinterpreted
- Talk to a member of staff if you have any concerns about a learner's welfare, or if you witness / overhear anything of concern
- Talk politely and with care to learners
- If using social media, act responsibly at all times
- Sign out at reception /exit and return your lanyard / visitor badge before leaving the premises

Please do not:

- Give any learner personal information about yourself such as phone number or email address
- Involve yourself in dealing with learner behaviour. If you notice a problem, please tell a member of staff immediately
- Smoke / Vape in areas associated within NLTG property, be that either in buildings or NLTG car park (in non-designated areas)
- Make contact with any learner outside of NLTG who you have met through your visit to NLTG
- Take photos (including video(s)) of anything inside the premises unless express authority has been provided by a member of management within the company.

For your own and others safety and security, CCTV is present inside and outside of the premises. Details as to the specific use and storage available within the company's Data Protection Policy.

Should you have any queries as to the contents of this statement or any concerns relating to a possible breach, then please refer these to a member of management.

First Aiders - In the event of you requiring first aid, please speak to a NLTG employee who will contact a first aider.



Designated Safeguarding Officers:



**Carl Morris
(DSO)**



**Mark Taylor
(DSO)**

Based at:

Old Bakery

Bradshawgate House

In the event of a Safeguarding Concern (not low level staff), please raise this directly with a member of Management or contact the DSO / DSL on 01254 397119 or 01254 395355. In the event of an emergency dial 999.

For allegations in regard to a member of staff or a Prevent concern, then please contact the Designated Safeguarding and Prevent Lead (DSL / SOFA (Senior Officer for Allegations) – Gareth Lindsay in the first instance via 01254 397119.

All staff and visitors contribute to safeguarding our learners by helping to create and maintain a safe learning environment in our centres.

Non-Disclosure Agreement

During your visit to NLTG's facility, you may learn and/or have disclosed to you proprietary or confidential information (including, without limitations, information relating to technology, processes, equipment, drawings and specifications) which are not generally known to the public (hereinafter collectively called "Confidential Information").

In consideration of your permission to visit NLTG's facility and for the courtesies extended to you during your visit, you agree that you will not, either;

- (a) Disclose or otherwise make available to others any Confidential Information disclosed to you during this and any subsequent visit; or
- (b) Use or assist others in using or further developing in any manner any confidential information; or
- (c) Use cameras or video technology to disclose confidential information.

Data Protection Regulations

North Lancs Training Group collects and processes personal data relating to its visitors for security and wellbeing whilst on site. NLTG is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Further information is available within the company's Data Protection Policies.

Admittance to company premises is based on the acceptance and compliance of the terms above.