



Llantarnam Community Primary School

Community Event - Guest Policy

Llantarnam Community Primary School is committed to maintaining a safe environment for everyone on site during community events.

When on school site during a community event, it is expected that guests will adhere to the expectations of behaviour and conduct set out in this policy.

ACCESS TO SITE

- Guests will be permitted to enter school site during published event open times or at the discretion of the event leader
- The event leader(s) can deny persons access to school site for any reason they deem appropriate.
- Guests are expected to depart school site promptly at the end of an event and/or when requested to do so by event co-ordinators
- Event leaders will decide when an event has concluded, even if this is outside of published event timings
- Guests may only access areas which are within the event perimeters
- If an event is ticketed, access may be refused if a valid ticket is not presented

CONDUCT

- While on school site, guests are expected to maintain reasonable conduct at all times
- Anti-social behaviour of any kind will not be tolerated
- If anti-social behaviour is exhibited (e.g. aggression, swearing, threatening behaviour) is observed, the guest, and anybody associated with them, may be asked to leave the event
- Physical or verbal threats towards event co-ordinators or volunteers will not be tolerated
- No alcohol should be brought onto school site, unless specifically noted as an option in the relevant event information
- No smoking or vaping is allowed on school site
- Dogs are not allowed on school site

HEALTH & SAFETY

- Guests must adhere to any health and safety instruction or signage while on school site
- Guests must not engage in any conduct that may endanger themselves or others while on school site
- Any concerns around safety on site must be reported to an event leader or co-ordinator

DRIVING ON SITE

- Anyone driving a vehicle on site must adhere to the school's Traffic Management Policy, including, but not limited to:
 - Speed limit of 5mph
 - Parking in marked bays only
 - Reverse parking into bays
- Vehicles should be locked securely while on school site

SITE EMERGENCIES & EVACUATION

- In the event of an emergency, event co-ordinators will direct procedures as appropriate, including safe evacuation of the site if necessary
- Guests should follow instruction from site co-ordinators promptly and without dispute
- In the event of an emergency evacuation, guests will not be permitted to return to evacuated areas until it has been deemed safe to do so.

PERSONAL POSSESSIONS

- Personal possessions are the responsibility of individuals. Llantarnam Primary School and/or event providers have no liability for loss or damage
- Guests should keep personal possessions on them at all times
- Items left behind after an event has finished may be disposed of