



# Visitor Code of Behaviour

NAS Media Ltd

## Version Control

Version	Date of approval	Date of next review	Policy owner
V1	22.9.2021	22.9.2022	NAS Media
V2	12.7.2022	1.9.2023	NAS Media
V3	19.9.23	1.9.24	NAS Media
V4	1.9.24	1.9.25	NAS Media
V5	1.9.25	1.9.26	NAS Media

# Visitor Code of Behaviour

## Purpose

The Code of Behaviour for visitors (pupils, potential students and apprentices) has been drawn up to safeguard everyone attending our online and face-to-face events. It applies to all visitors attending a NAS Media event.

NAS Media believe that:

- Young people should never experience abuse of any kind;
- Young people should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are always kept safe;
- It has a responsibility to promote the welfare of young people, to keep them safe and to deliver events in ways that protects them;
- All young people welfare of young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have an equal right to protection from all types of harm or abuse.

NAS Media is responsible for making sure that everyone taking part in our events has seen this Code of Behaviour and understands what happens if someone does not follow it.

The Code of Behaviour forms part of the NAS Media arrangements to safeguard young people. Further details can be found in our Safeguarding Policy and Procedures.

## Visitor Responsibilities

As a visitor, please ensure that you:

- ✓ cooperate with others
- ✓ be friendly
- ✓ be helpful
- ✓ have good manners
- ✓ treat people with respect even if their views are different from your own
- ✓ take responsibility for your own behaviour
- ✓ talk to the NAS team about anything that worries or concerns you, and report behaviour that you deem to be inappropriate
- ✓ stop, listen, and reconsider if I'm told that my words or actions are harmful
- ✓ follow this code of behaviour and other rules (including the law)
- ✓ join in and have fun!

You should not:

- × share ANY personal contact information with anybody other than your QR code – even if they ask for it.
- × pretend to be someone that you aren't
- × be rude to exhibition staff or other visitors
- × bully or harass other visitors
- × behave in a way that could be seen as aggressive, discriminatory or threatening
- × be abusive towards anyone.

### **What happens if I don't follow the Code of Behaviour?**

The code of behaviour is part of our process for making sure everyone who takes part in our services receives the support they need.

#### **Minor or first-time incident**

If you behave in a way that doesn't follow our behaviour code, our team will remind you about it and ask you to comply with it. They will give you an opportunity to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from our team. We may need to speak with your group leader if you've come with an organised group.

#### **Formal warning:**

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the team. We will record what happens and inform your group leader or school/college if this is necessary. We will also talk with you about what happened and agree what support you need to improve your behaviour in the future at the event.

#### **Final warning:**

If the support we have put in place isn't helping you to change your behaviour, we may need to give you a final warning. Again, this will be recorded, and we will tell your group leader/school/college as necessary. At this point, it may become necessary to block your access to the online platform or ask you to leave the live event.