

Visitor Information



Land-based • Creative • Technical • Active

Campus Map

- Key**
- Path
 - Road
- | | |
|------------------------------|--|
| 1 Sports Centre | 10 Floristry Workshop |
| 2 Landbased | 11 Beekeeping |
| 3 Training Centre | 12 Schools Hub |
| 4 Hall Place Mansion | 13 Transport Office |
| 5 Education Hub | 14 General Teaching Building |
| 6 Clock Cottage | 15 Creative Technology Building |
| 7 /The Loft | 16 Equestrian Centre |
| 8 Jersey Yard | 17 Animal Management Centre (inc. the Zoo) |
| 9 Learning Centre /Reception | 18 Skills Centre |
| 9 Science Building | 19 Energy Centre |



www.bca.ac.uk

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Welcome to **BCA**

Visitor Badges

Upon arrival, please report to Reception where you will be asked to sign in. You will be issued with a visitors badge which must remain visible for the duration of your visit. The badge should be returned to Reception when leaving campus in order to sign out properly.

Driving on Campus

Please take care when driving on campus, remain within the 10mph speed limit whilst observing one-way systems and other road markings. Please be aware of other road users including pedestrians, cyclists, motorcyclists and horse riders.

Please be aware that parking is entirely at owner's risk and we advise not to leave valuables unattended. The College cannot accept liability for lost, stolen or damaged valuables or vehicles.

Campus Safety & Security

Our campus is covered by CCTV for safety and security purposes. Please ensure, when visiting working areas such as our zoo or equestrian areas, you remain in authorised areas only. Should you observe anyone you deem to be acting suspiciously, or you have any health and safety concerns, please do not hesitate to report this to your host or Reception staff.

Animal Welfare

We are a land-based specialist College and the safety and wellbeing of our animals is extremely important. We do not permit the petting or feeding of any of the animals in our collection by visitors or staff and students from outside those specific areas. Unless otherwise organised, all equestrian and animal areas/enclosures are out of bounds.

First Aid

If you require first aid during your visit, please contact Reception on **01628 824444** (or ext: 850 if dialling internally) to locate and provide a trained first aider to your location. If an ambulance is required, please first dial 999 then let Reception know (on the above number) so they can source staff to assist in directing the ambulance to the correct place upon arrival. If you have any medical conditions or access arrangements that you think we should be aware of, please do inform your host before your visit.

Fire Procedures

All fire alarms during your visit should be treated as an emergency, unless advised otherwise by your host. In the event of a fire alarm sounding, please evacuate via the closest fire exit and assemble at the closest muster point, as identified by your host. Please do not stop to collect personal belongings and do not re-enter buildings until it is confirmed it is safe to do so.

Safeguarding / PREVENT / Run. Hide. Tell

BCA is fully committed to safeguarding and has policies and procedures in place to protect students, staff and visitors. Regular awareness training is undertaken by staff and students to promote British Values and prevent people being drawn into terrorism. PREVENT is the UK's counter-terrorism strategy, created to protect people from becoming involved in, or supporting, terrorism.

It's important that all visitors are accompanied at all times during their visit. If you become separated from your host, please return to Reception immediately.

As part of our safeguarding procedures, visitors are strictly forbidden from taking images/videos of students on campus unless authorised to do so and relevant consent has been provided.







Everyone has a responsibility for safeguarding children, young people and vulnerable adults. If you see, hear or experience something during your visit that leads you to suspect someone is at risk, you must report it to either your host or the Reception team who will inform our Designated Safeguarding Leads accordingly.

In line with The National Counter Terrorism Security Office (NaCTSO) we support the government guidelines of 'Run. Hide. Tell' in the event of a firearms or weapons attack. In the event of a breach of security it may be prudent for the College to go into lockdown. If this should occur during your visit, please follow the instructions of your host. Our campus-wide klaxon will sound for three-minutes, but it's worth noting that the incident may be protracted over a number of hours, until the emergency services decide the incident is over.

Smoking on Campus

BCA is a strictly no smoking campus. Smoking is only permitted in three designated areas on site, this includes the use of electronic cigarettes. Please ask your host to direct you to the nearest smoking area if required.

Follow us

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