

7 Getapnya Steet, Dilijan, Tavush, Armenia
DILIJAN INTERNATIONAL SCHOOL OF ARMENIA Foundation

Welcome to UWC Dilijan College

VISITORS AGREEMENT and SELF DECLARATION

We hope you have an enjoyable and rewarding time at our College. In keeping with our mission and values, we believe that every child and young person, regardless of age, as well as the College staff and other College community members have at all times and in all situations a right to be safe and protected, and we are committed to safeguarding and protecting our community members from harm.

Visitor guidelines for conduct

- UWC Dilijan supports a culture of reciprocal respect; all communications should be positive, respectful and invitational
- Visitors must display their visitor's pass prominently at all times
- Please ask for permission from UWC Dilijan before taking any photos or videos; we ask you not to take photos of students and children on campus, or staff members and any images from the College may only be used for personal purposes, no images may be posted publicly via social media or other channels, if they contain images of students and children on campus, or staff members
- Visitors may use toilets designated for visitors only
- Visitors must not take personal information from any student nor give personal information to any student including contact details and social media profile. Any other personal or sensitive information that visitors may become privy to during their visit must not be taken away or used in any form
- When communicating with students or other children on campus, please always make sure you can be seen by others
- Visitors may not inappropriately touch any student (a handshake is acceptable) or invade their personal space
- Visitors must not respond to physical contact from any student, unless the student is a family member or a friend
- Visitors must report any suspicious or unacceptable behaviour including physical or verbal abuse by and/or between any student or adult
- Visitors should be aware that verbal interaction with any student may be interpreted by them as offensive or inappropriate, even if not your intention.

Health and Safety

We are committed to providing a safe and clean campus. Therefore, please note

- The College security can refuse a guest entry to campus or can at any time ask the guest to leave the campus
- A guest shall at any time remain accompanied by their host
- Access of cars to campus is limited; if you require physical assistance, please let the gate know in advance and we will provide electronic vehicles
- If your medical condition requires you to use any kind of medicine while you are on campus, please do it privately and make sure no medicine is left behind
- We also ask all visitors to report any safety or environmental hazards, accidents, incidents or near misses to your host or by email to s.hakobyan@uwcdilijan.org

Smoking

UWCD operates a strict no smoking policy and this includes the grounds, as well as the buildings.

Fire Alarm

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With the help of the College staff member, please familiarize yourself with the emergency evacuation signage displayed throughout the campus, a copy of which is available on request; in the event of an alarm, please follow signs to the nearest exit.

Security and Surveillance

CCTV cameras are located throughout the campus recording images for crime prevention and public safety.

Contacts

If you have any questions or concerns about safeguarding or require assistance while on campus, please talk with the UWC Dilijan staff member who organized your visit or contact:

- **Reception:** 374 60 750 800 | welcome@uwcdilijan.org
- **Security** (24 hours): 374 60 750 800 ext. 1503 | security@uwcdilijan.org
- **Medical** (24 hours): 374 60 750 800 ext. 1408 | medicalcenter@uwcdilijan.org
- **Safeguarding:** safeguarding@uwcdilijan.org
- **Health and Safety:** s.hakobyan@uwcdilijan.org

Visitor’s Self Declaration

By completing and submitting this form I am agreeing that UWC Dilijan College may use my data for the purpose of screening and monitoring visitors, of deciding in allowing or refusing access to campus in line with the College Data Protection policy and in accordance with the Law of the RA on Personal Data Protection.

A. Personal details

Full name (as per passport) _____

Host name _____

Reason for visit _____

Organisation / Company or School representing _____

B. Declaration

Yes

No

Have you ever been convicted in a Court of Law or prosecuted in any country, or are there any pending court cases that involve you?		
Have you ever been dismissed, or have left voluntarily, any institution following accusations of inappropriate behaviour with a student or minor?		
Have you ever been prohibited from working with minors?		
Have you ever been convicted of any offence involving sexual, child, physical or drug abuse, or fraud or dishonesty?		
Do you have any disease that would preclude your contact with minors?		

If your answer was “Yes” to any of the questions above, please give details:



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I declare that to the best of my knowledge, the particulars provided are true.
I understand that I can be held liable for providing false and inaccurate information.

Signature _____ Date _____