Welcome to UWCSEA Dover

UWC SOUTH EAST ASIA

VISITORS' AGREEMENT

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, has at all times and in all situations a right to be safe and protected, and we are committed to safeguarding and protecting students from harm.

Visitor guidelines for conduct

- UWCSEA 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 UWCSEA before taking any photos or videos; any images of students must be deleted after the permitted purpose is complete 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
- Visitors may use toilets designated for adults and general public 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
- Visitors must not be alone with any student
- Visitors may not touch any student or invade their personal space
- Visitors must not respond to physical contact from any student; if contact occurs, visitors must report it immediately to a College staff member
- 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 so we require all visitors to report any safety or environmental hazards, accidents, incidents or near misses to your host or by email to **healthandsafety@uwcsea.edu.sg**.

Smoking

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

Fire alarm

Familiarise 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 UWCSEA staff member who organised your visit or contact:

- **Reception:** +65 6775 5344 ext. 1001/1002 | receptiondover@uwcsea.edu.sg
- **Security** (24 hours): +65 6419 9326 ext. 1999 | securitydover@uwcsea.edu.sg
- **Medical** (24 hours): +65 6775 5321 ext. 1995 | collegeclinicdover@uwcsea.edu.sg
- **Safeguarding**: childsafeguarding@uwcsea.edu.sg
- **Health and Safety**: healthandsafety@uwcsea.edu.sg

Reason for visit: _____

☐ By completing and submitting this form I am agreeing to abide by the guidelines for conduct, that UWCSEA may use my data for the purpose of screening and monitoring visitors in line with the College Data Protection policy (available in full on the website) and in accordance with the Singapore Personal Data Protection Act – 2012 (PDPA).

Full name (as per passport): _____

Passport number: _____ Nationality: _____

Signature: _____ Date: _____

Welcome to UWCSEA East

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- **Reception:** +65 6305 5344 ext. 2001/2002 | receptioneast@uwcsea.edu.sg
- **Security** (24 hours): +65 6305 5344 ext. 2999 | securityeast@uwcsea.edu.sg
- **Medical** (24 hours): +65 6305 5344 ext. 2995 | collegecliniceast@uwcsea.edu.sg
- **Safeguarding:** childsafeguarding@uwcsea.edu.sg
- **Health and Safety:** healthandsafety@uwcsea.edu.sg

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