

ACCESS TO COLLEGE PREMISES BY PEOPLE OUTSIDE OF THE COLLEGE (VISITORS, VISITING SPEAKERS, CONTRACTORS AND MAINTENANCE POLICY)

(Also please refer to the Safeguarding (Child Protection) Policy)

This document which applies to the whole College inclusive of boarding is publicly available on the College website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the College office.

Scope: All who work, volunteer or supply services to our College have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal College hours, including activities away from College. All new employees and volunteers are required to state that they have read, understood, and will abide by this policy and its procedural documents and confirm this by signing the Policies Register. Additionally, the Head of Boarding (HoB) is deemed to have control and responsibility for boarding student anywhere on the College site during out of College hours, during pre-planned boarding activities and during off-site activities.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Legal framework: This policy has due regard to legislation and national guidance including, but not limited to, the following:

- Section 547 of the Education Act 1996
- Section 40 of the Local Government (Miscellaneous Provisions) Act 1982
- DfE (2012) 'Advice on College security: Access to, and barring of individuals from, School premises'

Related Documents: This policy should be read and understood in conjunction with our Safeguarding (Child Protection) Policy and:

- British Values Policy
- On-Line Safety (Inclusive of Cyber bullying, Acceptable Use and Social Media)
- Prevent Policy (Incorporating Freedom of Expression Policy)
- Photography and Filming Policy
- Safer Recruitment, Selection and Disclosures Policy and Procedure and Single Central Register for Staff Appointments

Monitoring and Review: The Principal, who is responsible for liaising with the College's security staff and Designated Safeguarding Lead (DSL) as appropriate, is the member of staff responsible for the implementation, coordination, and review of this policy. As such, the Principal will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in electronic format. All breaches of these procedures must be reported to the Principal. A Site Risk Assessment will be conducted by the Principal and the Governance Advisory Board on an annual basis.

Reviewed: August 2025

Next Review: August 2026

Signed

David Game
Founder and Proprietor

John Dalton
Principal

Policy Statement: At David Game College, we recognise the benefits of an open and friendly relationship with all members of the community. In practice this means creating and maintaining a welcoming atmosphere. At the same time, we recognise the importance of maintaining a safe, healthy, and secure environment for all those children and adults connected with the College.

The Fundamentals

Staff must ensure:

1. No one can just turn up and ask to look around the College or boarding, we must have prior knowledge of their visit and purpose, plus checks
2. Security staff must always seek two forms of identification, one of which must be photo-based
3. No maintenance staff should be left unattended, even those with whom we have assurance received
4. No body unauthorized should be taking photos or film of the College or boarding premises
5. Security staff must always register visitors on the InVentry system; if any refuses call the Principal and deny entry
6. Security staff must always provide the correct coloured lanyard
7. Security staff must give all visitors, even regular ones, the College Guidance for adults visiting or working at the College
8. Students cannot bring in their friends or associates
9. Security must be alert and always curious about people and their true intention – they must always confirm if a person is visiting with a relevant member of staff
10. Security must keep the visitor with them until a relevant member of staff has come down to escort them
11. Pre-visit checks must be made on all visiting speakers and their materials reviewed in advance
12. Security staff must not let trades people and, for example, DHL operatives just walk in unsupervised
13. All staff are trained to politely challenge those they do not recognise

Our visitors' policy aims to provide key information regarding access for individuals who are not members of the College community. This includes, but is not restricted to, contractors, visiting speakers, and visitors to the boarding houses. David Game College has in place a clear protocol and procedure for the admittance of external visitors, which is understood by all staff, the Governance Advisory Board, visitors and parents, and conforms to the College safeguarding (child protection) policy and procedures. This protocol is designed to ensure for all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The College has a legal duty of care for the health, security and wellbeing of all student and staff, inclusive of the duty to safeguard all students from any forms of harm, abuse or nuisance. It is the responsibility of the Principals and Senior Leadership Team to ensure that this duty remains uncompromised at all times.

In performing this duty, the College recognises that there must be no complacency where child protection and safeguarding are concerned. Therefore, all visitors are required to comply with the following policy and procedures. Failure to do so may result in the visitor being escorted off the College site.

The policy is also in place to protect the College's equipment, and the personal possessions of the College's community. Whilst certain staff have specific duties in relation to health, safety and welfare, all staff have a personal responsibility for the safety and security of themselves, and of students, colleagues, and visitors. The College premises are private property; however, parents of enrolled students have an 'implied licence' to access the College premises at specified times but are required to sign in compliance with InVentry.

At times we are able to utilize visitors to the College as an educational resource. We value their contribution and welcome the opportunity to draw upon the wider community and to benefit from the unique contributions that can be made to the knowledge, understanding and experience of our student. When large numbers of visitors are at the College for meetings, concerts and other major events, brief announcements are made advising them of the location of emergency exits and assembly point that is to be used in the event of fire alarms sounding.

However, difficulties may arise with visitors who are not accustomed to Colleges and in order to match expectations for the purpose of compliance, it is necessary to follow the guidelines in this policy. For this reason, the College's rules apply to all those working at David Game College and all those visiting. For the purposes of this Policy, we define visitors as being all those

on the College site who are not regularly based or employed by the College. CCTV is in place at the entry points and inside the College and boarding house (without being intrusive) and is observed on monitors located at Security. Police alerts regarding 'access control', when advised to the College, are circulated immediately to all staff by email.

Disabled Visitors: It is suggested that visitors who are disabled let the College know in advance if they require any special arrangements. College staff will do their best to make sure that the visit is as comprehensive as possible, within constraints imposed by the topography and buildings. The Boarding House is fully disabled access compliant. The College's policy is to introduce progressively facilities in the College building for wheelchair users and others with disabilities, as buildings are upgraded. The College has several fixed and mobile ramps; but does not yet have total site coverage.

Unknown/Uninvited Visitors: Any visitor who is not wearing an identity badge, or whose badge is not visible, should be challenged politely to enquire after their identity and their business in the boarding house. Should a visitor fail to answer satisfactorily and/or produce an identity badge, the nearest member of staff is to be notified, and must contact security as a matter of priority. The unknown visitor should then be escorted off the premises.

In the event that an unknown/uninvited visitor refuses to comply, security should be contacted, and the above procedure applies. In addition, the Principal must be informed immediately and decide whether or not it is necessary to inform the police. If an unknown/uninvited visitor becomes aggressive or abusive, then the above procedures apply, and police assistance is to be called for immediately.

Access to both the Boarding Accommodation and Main College Building: No individuals are allowed into the boarding house unless they have first signed in at the main College via InVentry and are accompanied by the Head of Boarding or a House Parent/Principal. Visitors are all managed and supervised at all times when on College and boarding premises. Procedures are in place at DGC to ensure that 'unchecked' adults do not have unsupervised access to boarders or their accommodation. At the entrance of the boarding premises, the second door cannot open until the first (main) door has closed. This provides importance access protection. When boarders are moving in and out of the boarding house, staff must always be present at the security pod to ensure no unauthorized access.

Parents and guardians taking students back to the Boarding House during the week or at weekends are not allowed into the Boarding House, and are restricted to the security port. A house parent or assistant is present in the security port all day at weekends. Boarding students are not allowed back into the boarding house during week days from 9am-4pm.

Urbanest staff have access to the boarding house during the day from 9am to 5pm. All their staff have enhanced DBS and the College has received assurance from Urbanest on their staff. Urbanest must call the College and inform us when they coming into the boarding house so that any sick boarders are protected.

The Head of Boarding is to ensure with the house parents that necessary supervision in place for such visitors, who should be authorised (and properly 'badged') on arrival. All persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation. Parents and guardians are expected to make themselves known to the member of staff on duty at the boarding office on arrival and say goodbye on departure. In the absence of the Principal, the Head of Safeguarding has the right to seek the removal and to prohibit from the College site, any person whose presence constitutes a risk to the safety or well-being of any member of the College community. Visitors are not allowed to stay overnight.

All Visitors are to Sign in to InVentry and are issued with and IOD Badge and lanyard: Visitors and contractors are required to produce two forms of identity, one of which must be photographic. All visitors must make clear the purpose of their visit, and who they are visiting. The system records identity, contact details, sets out the rules for behaviour whilst at the College or boarding house. They are to be accompanied by members of staff and advised of the College's emergency evacuation procedure (see policy on fire safety) and the way to the assembly point. Visitors will be escorted to Reception until they are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the College and to ensure that they sign out (and return their badges) on leaving.

Therefore, any visitor permitted to enter the College or Boarding House is managed and supervised at all times, and this is ensured by the Principal or Head of Boarding. Any visitor who breaches the rules may be escorted from the premises. Visitors are provided with a photographic identification print out and colour coded lanyard to be worn visibly at all times. Visitors are

escorted to their point of contact and will never be left alone with a student. The College premises are privately owned; however, parents of enrolled students have an 'implied licence' to access the College premises at specified times but are required to sign in compliance with InVentry. To comply with our Safeguarding, Health and Safety and Fire regulation policies it is essential that ALL ADULT VISITORS report to either College or boarding house security on arrival in order that they can be signed in and issued with a visitor's pass. Students and staff are instructed not to bring people onto the site without first having asked them to report to reception. Visitors are issued with an InVentry ID card and a lanyard designating the category of visitor.

Staff and students are advised that Visitors should not be let into the premises without an appropriate visitor's pass. The signing in system provides us with a robust means of identifying and locating any visitors who may still be on the premises in the event of a fire evacuation. The ID badges also provide a visible way for staff to identify and challenge any strangers not wearing a pass as to their purpose of being in the building and request that they either report back to reception to be signed in, or request assistance from other staff members if it is felt they pose a threat. (Please note that children visiting the premises are always escorted, and will be signed in by their escort, but will not be required to wear a pass.)

ID Badges are:

Coloured Lanyards and ID Badge holders denote the following:

RED – Visitor

Plain White (Grey) – Contractor

On signing in, visitors are given a 'Guidance for adults visiting or working at David Game College' leaflet, containing safeguarding, first aid, child protection and fire alarm procedures. Visitors are notified if the College is expecting a fire alarm and verbally informed of where the fire assembly point is.

Visitors' Departure from the Boarding House: All visitors must sign out using the InVentry system before leaving the Boarding House. All visitors must return their issued photographic identification card. A member of the Boarding Team or Security will escort the visitor off the premises.

Parents and Carers: When parents or carers visit the College, they are required to provide two forms of ID (one of which needs to be photographic) and are asked to sign in with College or Boarding House Security. Parents are issued with a photographic visitor's ID card and a lanyard. The InVentry system within the boarding house is also linked to the InVentry system in the main College and the College's management system.

Guardians: Guardians are NOT employed by the College and are all appointed by the student's parent. They must be ideally relatives or close friends. Guardians must complete various forms and confirm their identity by providing their passports and proof of address. When a guardian visits the College or Boarding House, they are required to provide two forms of ID (one of which needs to be photographic) and to sign in as described above.

Visiting Speakers Policy (Procedures and Protocols) in compliance with the Prevent Duty Guidance (currently in force): The purpose of this policy is to set out the College's legal obligations with regard to Visiting Speakers and the standards of behaviour required of them. Along with the College's wider safeguarding obligations, the College policy has regard to the Government's Revised Prevent Duty guidance: for England and Wales: HM Government: updated 31st December 2023 as amended and currently in force guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) which requires Colleges to have clear protocols for ensuring that any visiting speakers whether invited by staff or student, are suitable and appropriately supervised.

All visiting speakers are subject to pre vetting checks and must also sign in using InVentry. In addition, all speakers are accompanied by a member of staff at all times and are not allowed to just wander around the College. No speaker can access the boarding house. When a visiting speaker visits the College, they are required to provide two forms of ID (one of which needs to be photographic) and are asked to sign in with Security. Speakers are issued with a photographic ID card and lanyard. Visiting speakers will have to sign in to the InVentry system in the main College building and will be supervised throughout their visit. If a visiting speaker is in a regulated activity, such as giving a talk in a lesson, then a barred list check will be made for this purpose. The visitor's full name and date of birth is required.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to

themselves, and that the information is aligned to the ethos and values of the College and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

On arrival to site, the Visiting Speaker must be asked whether they have read the Visitors' Protocol. If not, they are to be asked to read the laminated copy that is held at the College Reception point and sign that they have read, understood and will abide with the protocol as a condition of being allowed access to the College.

David Game College sets out, as follows, clear protocols for ensuring that any visiting speakers – whether invited by staff or by students themselves – are suitable and appropriately supervised. The College follows the government advice and trusted resources for schools to safeguard students from radicalisation, build resilience to all types of extremism and promote shared values. (For more information, please refer to [EducateAgainstHate](#)) Speakers enrich our students' experience, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Both the College and students greatly appreciate the time and effort that Visiting Speakers put into their presentations. Therefore, the David Game College protocols are as follows:

- The formal invitation requires a clear outline by the speaker of their presentation in advance for approval by the College Principal. The speaker is also required to provide a written biography of themselves
- The formal agreement outlining the College's commitment to equality and British Values is to be signed by the Visiting Speaker. This agreement also makes clear that a presentation will be brought to an early end if the content proves unsuitable
- The Visiting Speaker will be informed, in writing that College staff will be present during the visit including a member of the Senior Leadership Team (SLT) who will monitor the speech to ensure it aligns with the values and ethos of the College and British values
- The Visiting Speaker will also be informed, in writing, that there must be no attempt to raise funds without the prior written permission of the Principal
- All visiting speakers to have a nominated point of contact at the College (the Organiser)
- The organiser must undertake due diligence, inclusive of suitability and background checks on the speaker and any organisation they represent, a biographical internet search and of any organisation they represent. The findings are to be submitted to the College Designated Safeguarding Lead (DSL), the Principal and the Head of Boarding (HoB)
- The David Game College visiting Speaker Form must be completed well in advance of the visit. This is to be authorised by the Principal and where relevant the head of Boarding. This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate with the ethos of the College
- The Organiser must send a copy of the David Game College Guidelines for Visiting Speakers to the speaker well in advance of their visit.
- The member of staff responsible for the invitation must inform the Visiting Speaker that USB sticks must not be brought into College and that any presentation/material etc. must be sent, for scrutiny, to the organiser in advance.
- Staff must refuse to allow people/organisations to use College premises if they have links to extremist groups or movements. Justification of the College's decision will be provided to the person/organisation in writing.
- The Head of Sixth Form and the Head of GCSE will keep a formal register (copied to the Head of Boarding) of all visiting speakers. Any information gathered will be kept in accordance with the College's Data Protection Policy.
- Visitors to provide photo ID upon arrival at College. Security and the organiser must check this and verify the Speaker's identity.
- Visiting speakers are to be risk assessed and be accompanied at all times and are not to be left unsupervised with student at any point.

In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, the College will interrupt and/or stop a presentation.

The organiser will conduct a post-event evaluation of how the visit met the needs of our students with an opportunity for feedback from staff and noting any contentious subject areas or comments. This will assist when making decisions about whether to invite the speaker back for future events.

Contractors and Maintenance Policy: The College safer recruitment procedure is applied to contractors and any external maintenance. However, if there is an emergency situation necessitating the work of an outside contractor, and the usual contractor cannot be obtained, then the visitor procedure applies. Most contractors are subject to Safe Recruitment checks which may include recording on the College's Single Central Record. Please see our Safer Recruitment Policy for more details. When a contractor visits the College, they are required to provide two forms of ID (one of which needs to be photographic) and required to sign in with Security. Contractors are issued with a photographic ID card and contractors lanyard. Contractors also sign in to the InVentry system within the boarding house, which is also linked to the InVentry system in the main College and the College's management system. Contractors will be supervised throughout their visit.

The definition of a contractor is broad and could be a person working in a regulated activity, such as a peripatetic music teacher, an external catering contract, sports coach. Employees of contractors who are working in the College on a long-term basis (eg. caterers , peripatetic music staff, sports contractors/coaches) are required to meet the criteria for the College's Safer Recruitment Policy, inclusive of an enhanced DBS check (child workforce). These contractors are subject to the same checks as College staff, with written confirmation supplied by the employing organisation, as with directly employed employees. Contractors who are to be alone with students such as a therapist / psychologist / speech and drama examiner, require an Enhanced DBS Child Workforce (Unsupervised) and if not in the DBS Update System, then an additional Barred List Check is made on their arrival. by the College that . If the visitor is here on two or more occasions per term and is to be alone in a regulated activity with students, then they are to be entered on the Single Central Record (SCR). If a contractor has a high turnover of staff and constantly changes their employees, then that contractor would be accompanied at all times by a member of staff and overseen by DSL.

There is a list of approved contractors available in the College management system. In order for a contractor to appear on this list, the College must have received prior confirmation that a DBS check has been performed. The following process applies to contractors:

- Only contractors on the List of Approved Contractors are to be admitted to the College.
- Photographic identity is to be presented on arrival, and the individual is to sign in using the InVentry system
- Employees of contractors are to present themselves to the main College Reception, or the boarding house if out of College hours as is appropriate, on arrival.
- Upon arrival, their photographic identification will be checked, the InVentry system will be applied, and they will be issued with an identification badge to be worn visibly at all times
- Any contractors who arrive when Reception is closed, or to the boarding house, are to immediately contact and present themselves to Security, who will check their Photo ID against the List of Approved Contractors before issuing them with a Contractor's badge and allowing them on to site.
- If it is an emergency visit e.g. burst water pipe or electrical fault, and a contractor from the approved list is not available, and an alternative is sort, the individuals must have their identification checked and be under close supervision at all times, with a risk assessment in place
- All contractors are made aware of the College Fire procedures and informed of the College's DSL should they have a safeguarding concern.
- Contractors on the premises during the timetabled day or in the boarding house are directly supervised

Where a contractor is providing maintenance to the College, the contractor must ensure that the individuals involved are subject to an enhanced DBS check. Where employees of contractors are occasional or temporary (in the case of a maintenance emergency) then it may not be possible for them to be DBS checked. In these circumstances, before the individual begins his/her employment, a full Safeguarding Risk Assessment will be carried out by the Principal or Head of Boarding, in collaboration with the Human Resources that will include being supervised at all times. It is the responsibility of the person bringing the contractor into College to arrange for adequate supervision. The use of employees of contractors who have not been DBS checked is reserved for emergency maintenance/health and safety issues that must be immediately resolved.

Volunteers: Volunteers at David Game College are subject to Safer Recruitment checks which include an enhanced DBS check (inclusive of Child Workforce) and recorded on the College's SCR. When a volunteer visits the College, they are required to provide two forms of ID (one of which needs to be photographic) and must sign in with Security. Volunteers are issued with a photographic ID and volunteer's lanyard. Volunteers will have to sign in to the InVentry system in the main College building

and will supervised throughout their visit unless they have met the full SCR requirements and are authorised have access to students without supervision.

We ask our staff to challenge any adult within the College premise who are not wearing a visitor's ID and lanyard. Smoking is strictly prohibited at any time and anywhere on the College site. This applies to those hiring the premises and to those working with other site users. In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff whom they are visiting. It is the responsibility of that member of staff to ensure the visitor is aware of the emergency evacuation procedure, a copy of which is posted in each room.

Promoting a Culture of Safety

Staff Induction: New staff receive a briefing on security and workplace safety when they join the College. Whilst all staff receive training in child protection, for teachers, pastoral care and boarding staff, the training is at level 2.

Safeguarding property: Staff are required to follow an agreed procedure for taking equipment, such as laptops, off the site, and for returning them. Briefings also cover:

- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping external doors shut.
- Arrangements for late and working alone.
- The procedure for booking in and escorting visitors.
- The value of being curious about strangers and of reporting concerns.
- The regime of login and password protection for electronic equipment.
- How academic, medical and boarding staff are trained in keeping pupils safe (see policy on induction of staff in Child Protection).
- All staff (College and personal) laptops and tablets should be checked by the Head of Computing and have the relevant proxy filter placed on it

Related documents include:

- Safeguarding (Child Protection) Policy
- Risk Assessment (Access to Risky Areas)
- Online Safety (Inclusive of Cyber Bullying, Acceptable Use and Social Media)
- Critical Incident Management Plan (CIMP) (Inclusive of lockdown)
- HR Staff Employment Policy
- Data Protection Policy

Students: Our Personal, Social, Health and Economic Education (PSHEE) programme and tutor discussions are central to promoting awareness of safety amongst all age groups. The local Police Community Safety Officer is available to provide advice and has been used periodically in this capacity by the College. This programme is linked with our PSHEE programmes on anti-bullying, drugs, and the safe use of ICT, mobile phones and other electronic devices.

Pupils have access to lockers for the secure storage of personal possessions. Boarders have lockable storage facilities in the boarding house and students are discouraged from bringing large amounts of money or valuables to College. We advise pupils that if they have to bring more money than usual into College because of some planned after College activity, that they can store it securely in the Bursary.

College Events

- During College events, all rooms except those required will be locked.
- Unless needed for the event, all equipment will be securely stored away.

The event organiser is responsible for recording what equipment is being used for the event and ensuring that it is This policy has due regard to legislation and national guidance including, but not limited to, the following:

- returned.
- The event organiser and the Deputy College Business Manager will carry out an extensive risk assessment for each event.
- During off-site events, the College premises will be secured.
- Individual staff members will not be left alone on the College premises with a parent or visitor. Where necessary, a lone worker risk assessment will be carried out.

Visitors Information Sheet

Health and Safety: Nothing is more important than safety. Every task must be performed with safety in mind. David Game College aims to provide a safe and healthy working environment. If you have any suggestions that might help in this process, please contact the College Office who will pass them to our Principal.

First aid: For all First Aid requirements please contact the College Nurse. Please give the extent of the injury and the location of the person or persons. **All accidents and near misses must be reported to the College Office.**

Arrival on site: On arrival you will be asked to sign in with reception and you will be given a Visitors' badge.

- You are required to wear your Visitors' ID and lanyard **AT ALL TIMES**
- When departing from the site you will be required to sign out from reception.

Fire safety, On discovering a fire:

- Sound the alarm by breaking the glass at one of the call points clearly displayed in red fire boxes. These are located throughout the College and there is a call point next to the main door.
- Evacuate the building from the nearest available exit and go to the muster point in front of the main College building.
- Report to the Principal or SLT stating the type and location of the fire.

On hearing the fire alarm:

- Immediately when the fire alarm sounds, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you (the nearest escape route is displayed in every room)
- Do not run or panic
- Go to the evacuation point
- Report to the Administrator at evacuation point to be checked against the Visitors' log.
- Do not return to the building until you are instructed that you may do so.

Disabled Visitors: If you are disabled and feel that you may require assistance during an evacuation of the building, please advise the staff when you check in with security. Arrangements can be made to assist with your evacuation.

Smoking: The College operates a strict non-smoking policy throughout all College buildings.

Photographs: Visitors to the College should not use cameras, including a mobile phone camera, to photograph children other than their own. Please see our Online Safety Policy for more details.

Bomb Warnings and Threats

- In the event of a decision to evacuate the building as a result of a bomb threat, the fire alarm will be sounded as normal.
- Immediately evacuate the building by the nearest exit ensuring doors are closed behind you.
- Go to the evacuation point
- Report to the Administrator at the evacuation point to be checked against the InVentry system.

- Do not return to the building until you are instructed that you may do so.

Security

- Visitors must accept responsibility for the security of their own property.
- Please keep briefcases, laptops and bags etc. with you at all times whilst on site. Also keep personal belongings and paperwork safe.
- David Game College will not be held responsible for the loss of visitors' personal property