

Important Guidelines for your Young People to read and abide by when attending Spiritus

- 1.** The lobby of 245, where we meet you, is an active working space so please be mindful of this when you are in this area. YP people are asked to talk quietly and sit correctly on furniture. Office workers may be in a meeting or online and do not wish to be disturbed.
- 2.** Use the door on the side of the building. Push and hold the GREEN button to access and leave the building. YP are not allowed to use the swing doors.
- 3.** YP CANNOT sit in the lobby unaccompanied. If they arrive on their own they need to wait outside the building until a facilitator arrives. If they arrive in the middle of the day they need to approach the reception staff to let us know they are here and we will come down to collect them.
- 4.** YP must be assisted in the lift at all times. They must never be in a lift on their own. So when you drop your YP off, please travel to the 6th floor with them. You can also come to our floor to collect your YP. Alternatively, you can leave your YP with a Spiritus staff member in the lobby of 245 at the beginning of the day and we will bring them down to you at the end of the day.
- 5.** Separate toilets for boys, girls, and staff are on the 6th floor.
- 6.** Read the timetable thoroughly as it has all the information you need to know.
- 7.** Mobile phones are to be placed into the box labelled PHONES when your YP arrives for their day/session. They will be returned at the end of the day/session.
- 8.** We expect all YPs to be respectful towards our facilitators at all times by listening and focusing. If your YP cannot do this, they will be asked to sit out until they can take part respectfully. We also expect YP to be respectful to each other at all times.
- 9.** YP must always have their workbook and pencil case to use, and keep loose worksheets together in a folder with their name on it.

10. Be ready and willing to clean and sweep their work area when asked to help.

11. Be willing and ready to clean water cups when asked.

12. Please ensure your YP wears clothing that is suitable for the session they are booked for.

13. Fire drills are practised regularly by us and the main building tests its fire alarm every Wednesday morning

14. Please ensure your YP always has enough food and drink for the time they are with us. We have a fridge they can use. We do not take young people out to get lunch. **NO NUTS.**

15. We provide water and cups for your YP to use throughout the day. They are welcome to bring in their own reusable cup or bottle to use, but please ensure this is labelled.