

## **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 member of staff 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 labeled PHONES when your YP arrives for their session. They can only be used in a session when a facilitator requires them to. PLEASE EXPLAIN THIS TO YOUR YP AS SOME YP REFUSE TO, WHICH MAKES IT UNFAIR TO THOSE WHO COMPLY. THIS RULE IS TO ENCOURAGE YOUR YP TO BE SOCIAL WITH EACH OTHER AND TO HELP THEM CONCENTRATE IN SESSIONS. This is in place as we have had unwelcoming social media behaviour.
- 8.** We expect all YP 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 in a respectful way. We also expect YP to be respectful to each other at all times.

**9.**We ask YP to only attend workshops they are interested in and want to learn about.

**10.**YP must always have their workbook and pencil case to use, and keep loose worksheets together in a folder with their name on it.

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

**12.**Be willing and ready to clean water cups when asked.

**13.**Please ensure your YP wears clothing which is suitable for the session they are booked in for.

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

**15.**Please ensure your YP always has enough food and drink for the time they are with us. **NO NUTS.**

**16.**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.