

Campus Tours

All groups need an orientation shortly after arrival to ensure students and Group Leaders can navigate around the key sites on campus

Campus Tours are usually lead by the Activity team with supervision from the AM, PM and SWO

Imagine you've just arrived at a university you've never been to before. You'd appreciate someone showing you around, right? Well, the same goes for our groups. The exact order of the campus tour you give will depend on the university you are based at, so the Activity Manager and Programme Manager will help you design the tour. This guide gives you the main outline of how to organise a campus tour.

Procedure Overview

1. Meet the group at accommodation to begin the tour
2. Ensure the group are all wearing their lanyards, have their room keys/card, and know about their student card inside the plastic wallet on their lanyard (their student card gives them essential information about where they are staying)
3. Inform students they are about to embark on their campus tour. Remind them that they can access a map and campus information on the Student Hub for their centre
4. Lead the campus tour, explaining necessary information clearly and carefully. Ask meaning check questions* to ensure comprehension
5. Point out fire assembly points for accommodation, canteen and classroom buildings
6. Finish the tour by accompanying the group to an appropriate location (ask your line manager where), which could be: accommodation, the canteen, or an evening activity location (depending on the time of day)

“ Meaning check questions = For example: “Dinner starts at 6 o'clock so you must be punctual” “What time does dinner start?”

Checklist for Campus Tours

☐ **CAMPUS TOUR VISIT CHECKLIST** ☐

Students and Group Leaders must visit:

- Their accommodation (and know the name of their building) and fire assembly point (explain safety information (see below))
- Launderette/Laundry facilities (when and how to use them)
- Classroom building (and signs that indicate which classrooms are ANGLO's)
- Course office/teaching office
- Noticeboard/information area (ANGLO signs, information, noticeboard, emergency contact information)
- Meeting point(s) (reiterate evening activity meeting point times)
- Canteen (inform students of mealtimes, and check comprehension)
- Sports centre / Swimming pool (if applicable)

☐☐ CAMPUS TOUR SAFETY CHECKLIST ☐☐

Student and Group Leaders must learn about:

- Fire safety information** and where to find it (in the entrance to their accommodation)
- Emergency Reaction Plans** (on Student Hubs, in Group Leader Welcome Packs and in the entrance to accommodation)
- Road Safety information** (on Student Hubs and in the entrance to accommodation)

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