

# **People's Question Time Wandsworth admissions policy**

## **Key information**

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## **Conditions of entry**

Admission for all visitors to People's Question Time (PQT) is conditional upon agreeing to the search procedures and complying with all security arrangements, behaviour and conduct conditions, and instructions as detailed in this Admissions Policy. These are in accordance with the event's health and safety arrangements.

Failure to comply with this Admissions Policy will result in removal from PQT and possible exclusion from future PQT events.

This Admissions Policy does not affect the Greater London Authority (GLA)'s general right to refuse admission.

## **1. Search procedures**

All visitors wishing to enter PQT, will be subject to a photo ID check to verify the named ticketholder and security search of any bags or carried items, including wheelchairs and folding bicycles. Visitors will be directed through search arches at the entrance. The search aims to ensure that no prohibited items (see list below) are either deliberately or accidentally brought into the building.

Please note that visitors may also be required to place their outer garments, hats, shoes and belts through an x-ray scanner, and laptop computers will need to be removed from their cases. Where scanning equipment is used, it will not harm electronic media devices and it is photographic film safe up to ISO1600 (33 din).

It will assist the search process if people are ready to remove metal objects carried on their person (except for very small items of jewellery) and place them in the trays provided.

At the discretion of the Security Officer, visitors found in possession of prohibited items may be refused entry to the building or will only be admitted if they are prepared to surrender the items to security staff, for which a receipt will be issued. Any retained items can be collected from security staff, on production of the receipt on departure from the building, except for certain prohibited items which are considered likely to pose safety risks to staff and the public which will be passed to the police.

At the discretion of the Security Officer, visitors deliberately trying to conceal prohibited items or being obstructive may be refused entry and reported to the police.

## **2. Visitor's behaviour and conduct**

Visitors to PQT are respectfully requested to behave in a considerate manner at all times and comply with official instructions given by Security Officers and GLA Staff. Anyone who is considered to be a threat to good order will not be admitted. Visitors must not disrupt or interfere with the activities that are taking place at PQT.

The intimidation of Security Officers or other members of GLA Staff or public will not be tolerated and neither will assault on staff, aggressive behaviour, offensive, threatening or abusive language or gestures. This will be reported to the police, for further action to be considered.

Anyone displaying these behaviours or not complying with official instructions will be required to leave the PQT immediately and may at the discretion of the Security Officer be refused from future entry. Visitors are advised not to make comments to security staff that could be interpreted as a potential threat; such actions could result in the police being called.

## **3. Children**

Young people under the age of sixteen will not be permitted access to the building unless accompanied by an appropriate adult or by prior arrangement.

Security staff may ask for proof of age if the visitor does not look sixteen years of age or over.

## **4. Animals**

The only animals permitted access to PQT are assistance animals and police search dogs with appropriate official identification.

## **5. Photography and filming**

The use of camera or audio-video recording equipment in such a way as to cause alarm, distress or harassment of staff or visitors or using it in such a way that causes interference with their duties or visit is prohibited.

Security operations or equipment should not be filmed or photographed.

No commercial photography or filming at PQT is permitted without prior written agreement from the GLA.

## **6. CCTV**

For everyone's security and safety, monitored and recorded CCTV is in operation at PQT.

## **7. Changes to security arrangements**

Please note in the interests of everyone's health and safety, security arrangements are subject to no notice extension and change.

## **8. Prohibited items**

To help protect the safety and welfare of both visitors and staff, the following is a nonexclusive list of items that are prohibited from being brought into PQT;

- Bladed items, including, but not limited to; pen knives, fixed bladed knives and scalpels.
- Firearms.
- Offensive weapons, such as tasers, etc.
- Imitation or toy weapons, including toy hand grenades and guns.
- Items that could be readily converted into weapons.
- Component parts of weapons.
- Flares, fireworks or other pyrotechnics.
- Candles with naked flames.
- Party poppers, party canons and confetti.
- Helium filled balloons.
- Gas canisters – including spray perfumes and spray cans.
- Paint – including spray paint or cans of paint.
- Strobe lights, high intensity torches and lasers.
- Hazardous materials, such as radioactive items, CS gas, pepper spray, glue, acids and alkalis.
- Powders that are not personal prescription medicines or for cosmetic purposes.
- Illegal drugs.
- Alcohol.

- Opened bottles / cans of alcohol.
- Pointed scissors / pointed tweezers.
- Knitting needles.
- Syringes (unless required for personal medical use).
- Placards, banners, flags, leaflets and flyers.
- Mobile phone jamming devices.
- Masks (other than those designed for health purposes and the spread of infection), or head coverings such as balaclavas or motorcycle helmets.
- Items that could cause loud audible disruption e.g., whistles, megaphones, sirens, air horns, large radios / cd players / speakers.
- Covert surveillance and recording equipment.
- Climbing and abseiling equipment.
- Tools, such as pliers, screwdrivers, wire cutters, padlocks, chains, saws, etc.
- Any items considered to be suspicious or unacceptable by security staff that the owner cannot provide a reasonable explanation for possessing.

## 9. Venue code of conduct

The code of conduct we ask everyone using our building to adhere to:

- We do not tolerate language or actions that could be interpreted as harassment\* or discrimination of any kind.
- We include and welcome everyone and do not condone language or behaviours that exclude or make people feel otherwise.
- We are mindful of people's individuality and personal circumstances and will not tolerate personal comments or judgements of a non-professional nature, to members of the Venue Team or to other users of our Building, related or unrelated to this Event.
- We expect all our Clients to be mindful of their position in respect to others, and those who are in a place of power and agency, whether by role or responsibility, should not make others feel manipulated or intimidated.

**Harassment** includes but is not limited to:

- abusive comments and insults
- prejudice (such as related to gender identity and expression, sexuality, age, race, religion, belief, disability, or socio-economic background)
- deliberate intimidation, stalking, or following
- unwelcome touching or sexual attention
- invasions of private space and personal boundaries
- violence or aggression
- harassing photography or recording
- sustained disruption of talks or other events
- advocating for, or encouraging, any of the above behaviour.

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