**Information for NMHs supporting students at University of Greenwich**

**Access to University of Greenwich campus buildings:**

Support workers who wish to access the University of Greenwich buildings need to apply for an affiliate account to get a Greenwich Gateway card; details are here:

<http://www.gre.ac.uk/it-and-library/docs/accounts/affiliate-accounts/affiliate.>

The support worker needs to choose Student & Academic Services as the directorate/faculty they are associated with.  They will need to collect their card from the Student Centres during normal working hours <http://www2.gre.ac.uk/current-students/student-centres>

**Policies:**

Health & Safety: <http://www.gre.ac.uk/governance/policy/safety>

General ‘Fire Action’ information is given in the [Fire Risk Management Policy](http://www.gre.ac.uk/governance/policy/safety/fire-risk) document; fire escape route and fire exit signage and fire action notices are displayed at appropriate locations in all University buildings.

Other policies can be found here: <http://www2.gre.ac.uk/about/policy>

**1:1 bookable rooms:**

Students meeting NMHs on campus can book rooms by logging in to the University portal, going to My Learning and following the links on the right hand side of the page. There is information about doing this here <http://libguides.gre.ac.uk/Groupstudyrooms>

Rooms cannot be booked by visiting support workers. There are also quiet zones in the libraries where students can work with others including support workers.

**Transport and parking**

Information about how to get to each campus and parking on campus can be found here <http://www2.gre.ac.uk/about/travel>

**Cancellations:** it is the responsibility of the support worker to ensure the student understands the cancellation policy & procedure of the support worker and/or the agency they represent. The University of Greenwich will not be responsible for costs should the cancellation policy between the student and support worker be breached.

**Feedback** please send feedback on the support you are providing to students registered with University of Greenwich Student Wellbeing Service to [wellbeing@gre.ac.uk](mailto:wellbeing@gre.ac.uk)