

POLICY & PURPOSE

This policy provides guidelines for visitors to campus to ensure safety, security, and proper conduct while on Southeast College premises.

SCOPE

This policy applies to all individuals visiting Southeast campuses, including prospective students, parents, alumni, vendors, contractors, event attendees, delivery partners, affiliates, volunteers, and other non-campus personnel. It covers all campus buildings, grounds, and facilities accessible to visitors. The policy also includes provisions for emergency procedures, visitor conduct, parking, and safety measures, and is intended to ensure the security and well-being of both visitors and the campus community. It applies to all college staff, faculty, and students who host or interact with visitors.

RESPONSIBILITIES

The campus managers are responsible for implementing this guidance and managing visitors on campuses. The day-to-day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to campus are properly welcomed and managed safely. All staff should be made aware of this guidance and that it applies to all visitors equally. Staff have a responsibility to notify the front desk when anticipating visitors and escorting visitors to their meeting. Front desk staff are responsible to check in guests.

GUIDELINES

1. Visitor Check-In:

- All visitors must report to the designated visitor reception upon arrival. In the event that a front desk or reception area is not available, visitors should check in with a designated staff member. Visitors will be provided with necessary information and access instructions once they have registered.
- Campus Hosts are responsible for notifying the front desk of anticipated visitors and are responsible to accompany visitors to their on-site destination. It is the responsibility of the host to meet unexpected guests at the reception desks without exceptions.
- A valid ID and reason for visiting may be required for check-in.
- If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area.
- Visitors will be asked to sign the visitor log and will be issued a visitor badge, which must be while on campus.
- For large events like graduations, where checking in each attendee is impractical, general attendance will be managed via pre-registration, invitations, or event lists. There will be no formal check-in process upon arrival, but event staff will be stationed at key points to direct guests to the appropriate locations.
- Personal information collected during visitor check-in will be used solely for safety and security purposes and handled in accordance with applicable privacy laws.

2. Visitor Conduct:

- Visitors must comply with all campus rules and regulations, including but not limited to noise, smoking, parking, and use of college facilities. Additionally, harassment, discrimination, or any form of violence whether physical or verbal will not be tolerated. Any such behavior may result in immediate removal from campus and restrictions on future access.
- Visitors should avoid entering restricted areas unless accompanied by their host or campus personnel.

3. Emergency Procedures:

- In the event of a general emergency, visitors should immediately approach the nearest staff member or call 911 if necessary.
- If a lockdown or urgent situation is declared, the campus intercom system (or alternative communication method) will provide instructions. Visitors shall follow these instructions and remain in a safe location until further notice.
- In the event of an evacuation, visitors shall follow the nearest emergency exit signs, or any directions given by campus staff and remain there until further instructions are provided.
- For medical emergencies, visitors should call 911 immediately and notify the nearest staff member. Staff may provide first aid assistance if safe to do so, while waiting for medical professionals.
- Visitors should be aware of emergency exits and evacuation routes and follow any directions from campus staff during an emergency.

4. Unknown, Uninvited or Malicious Visitors:

- Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign the visitor's log and be issued with a visitor badge.
- Failure to comply should result in them being asked to leave the site and the campus manager informed. In extreme circumstances or if the person refuses to leave, the police may be called for further assistance.

5. Parking:

- Visitors are required to park in designated visitor parking areas. A parking permit may be obtained at the Visitor Reception if necessary.

6. Duration of Visit:

- Visitors are generally permitted to stay on campus during normal business hours. Visits outside of regular campus hours must be pre-approved by campus managers or the designate.

7. Special Accommodations:

- Visitors with disabilities or special needs should notify the Visitor Reception in advance to ensure appropriate accommodations are provided.

8. Security:

- All visitors must comply with security protocols, including undergoing security screening if necessary for special events or high-security areas.

DEFINITIONS

Visitor: Any individual who is not a student, faculty member, or staff of the campus, and who is on campus for a specific, non-recurring purpose, such as prospective students, parents, vendors, contractors, alumni, board of governors, or event attendees.

Campus Host: A faculty member, staff member, or student who is responsible for hosting and accompanying visitors on campus during their stay. The host is accountable for ensuring that the visitor follows campus policies and procedures.

Visitor Badge: An identification badge issued to a visitor upon check-in, which must be worn at all times while on campus. The badge serves as proof of authorization to be on campus.

Restricted Areas: Areas on campus that are off-limits to visitors unless authorized by the campus host or staff.

Visitor Parking: Designated parking areas on campus reserved specifically for visitors. Parking permits may be required, and visitors must adhere to parking regulations during their visit.

Special Accommodations: Adjustments or modifications made to support visitors with disabilities or special needs, such as accessible parking spaces, wheelchair access, or assistance with navigating the campus.

Restricted Hours: Hours outside of normal business hours when visitors are not typically permitted on campus unless pre-approved by the appropriate department. or staff member.

REFERENCES

Occupational Health & Safety H202

Violence Prevention H210

Anti-Harassment H201

Saskatchewan Employment Act

LA FOIP