COLLEGE POLICY

Policy No. & Title:	**C-430 Visitors**
Policy Sponsor:	Vice President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-04-30

Purpose

The College strives to protect the privacy of College members in the teaching, learning, and working environments.

This policy describes the conditions whereby visitors are permitted on campus and the limitations on the information we may share about members of the College with visitors.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

This policy does not apply to College students or employees on the Online Campuses

Definitions

Visitor: An individual not in the employ of the College, nor a student at the College.

Guest: An individual specifically invited to the College by an employee of the College. May include guest lecturers, vendors, or business associates.

POLICY

1) The College does not permit students to bring visitors, guest, children, or animals (except service animals) into the campus unless they have written approval from the Campus Director/Remote Education Director.
2) Children are not permitted to stay at the campus during class hours while their parents are in class. Students must make their own daycare arrangements for children as the College does not offer daycare service forstaff or students.
3) If a student should require that a family member or friend come into the campus for any reason the visitor must report to the front office area upon arrival.
4) Should a visitor arrive at the campus without advanced knowledge being given to the staff, the visitor will not be allowed into the school area.

5) If a pet or animal needs to be brought into the school for class project purposes, it must be discussed andapproved by the Campus Director/Remote Education Director in advance.
6) Advanced notice should be provided to campus reception in advance of a guest arrival.
7) Guests will be met at reception upon arrival and must be always accompanied by College staff.
8) If the guest arrives at the campus without the prior knowledge of a College employee (a drop in), and the College employee is not available, the guest will not be permitted into the school area.
9) The administrative staff is not at liberty to provide any information about students to anyone in accordancewith the *Freedom of Information and Protection of Privacy Act*.

Related Policies
C-405 Privacy

Supporting Documents/Forms
Freedom of Information and Protection of Privacy Act, R.S.O. 1990
C-430p Visitors - Procedure