

PROCEDURES

- Where appropriate, visitors will be asked to provide ID on arrival.
- Where possible, visitors should be provided with a copy of the Visitor Guidelines.
- All visitors will be asked to sign the Site Visitor Book, held in the relevant reception area. This does not apply to college wide events such as Lyceum and graduation ceremonies.
- Visitors will be given a Visitor Pass, which will be returned once the visit has concluded. Visitor Pass must be visible at all times.
- Reception will advise the host that their visitor is in reception area where the host or a representative must come and collect the visitor.
- With the exception of reception areas, at no time should visitors enter buildings unaccompanied.
- Once the visit is complete, the host must ensure that the visitor returns to reception area to turn in their pass and sign out of the Site Visitor Book.
- Host should always tend to their visitors while they are on our premises.
- Our internet usage, data protection and confidentiality policies temporarily cover our visitors while they are on our campus. They must not misuse our internet connection, disclose confidential information or take photographs of sensitive areas. Violation of policies may result in visitors being escorted off campus and / or prosecuted if appropriate.
- Visitors are allowed during working hours. After- hours visitors must have prior authorization from management