
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1200**

POLICY NO: **1216**

ISSUE DATE: 03/05/99

TITLE: **STAFF EMPLOYMENT POLICIES**

ISSUE NO: 1

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Visitors

RATIONALE:

Visitors, on lawful business, are welcome at Macleans College and can expect to be treated in a normal and accepted way. It is important that everyone plays their part in welcoming in a consistent and appropriate way, extending proper hospitality when applicable.

PROCEDURES:

Visitors to Macleans College are expected to report to the administrative office or directly to the employee they wish to see. *Under no circumstance* do visitors have unapproved access to any student nor do they have the right to enter any classroom (in session) without prior approval, except in the case of a serious emergency.

Failure to satisfy this policy will mean that the visitor may be classed as a trespasser and be asked to leave the school property.

GUIDELINES:

- 1 When expected, visitors should be met, if possible and greeted by those appropriate.
- 2 Visitors should be similarly farewelled in an appropriate way.