



## **1. Statement of Context**

### **1.1. Risk Management**

As a residential college within The University of Queensland, Grace College is committed to providing a safe and healthy environment for all residents, staff, contractors, voluntary workers and visitors to the College. This commitment extends to its activities as a function and conference venue for the purposes of supporting its core activities.

In this commitment to a safe and healthy environment, Grace College actively:

- encourages behaviours and actions which promote respect and consideration towards all persons associated with the College including residents, staff, contractors, voluntary workers and visitors, as well as the community and the environment in which the College is located; and
- discourages behaviours and actions that do not produce a positive, safe and respectful work, study and living environment.

This Visitor Policy should be read in the context of the College’s Risk Management Plan and Work Health Safety and Environmental Wellbeing Policy. These policies are disseminated via Handbooks, the College website, and Training & Induction Programs and the *Grace College Operations Manual* (see “Document Control” below).

Where there is a conflict with this policy and with any applicable Australian law, to the extent of any inconsistency, the applicable Australian law will apply instead of this policy.

## **2. Objectives**

In the development and implementation of this policy, the College seeks to:

- provide a safe and respectful work, education and residential environment for everyone associated with the site;
- provide a home environment for current student residents that is predictable and secure; and
- enhance the communal, collegial and caring focus of the College as a community.

### 3. Definitions

A **visitor** is defined as anyone who is not a resident of the College or directly employed by the College.

**Residents** of the College are:

- students who have contracted with the College directly to be a part of the Grace College student residential community;
- overnight Conference (Short Stay Group) guests whose Conference Organiser has contracted with the College for accommodation services; and
- Short Stay Guests who have contracted directly with the College for accommodation services.

**Visitors** include:

- Associate Members of the student residential community who have not contracted to stay overnight;
- Volunteers;
- Contractors;
- guests of current residents and employees; and
- Conference and Function guests who have not contracted to stay overnight.

### 4. Principles

#### 4.1. Responsibilities of the College

The College has a pastoral, ethical and legal responsibility for the welfare of all persons associated with College environment and activities, and especially for any persons who may be deemed to be vulnerable for any reason.

These responsibilities must be managed within the College's finite resources.

The College will adopt appropriate processes for managing the presence of visitors onsite. These procedures will be based on risk management and harm minimisation principles. They will involve both educational and behaviour management strategies.

#### 4.2. Observance of Laws and Policies

All persons associated with the College including staff, residents, contractors, volunteers and visitors should observe local, state and federal laws.

All persons associated with the College including staff, residents, contractors, volunteers and visitors have obligations to comply with work health and safety legislation, policies and procedures to which this policy is related.

All persons associated with the College including staff, residents contractors, volunteers and visitors must observe all College policies.

### 4.3. Female Only Areas

The College reserves the right to designate certain areas of the College as being female-only spaces by reason of resident request, site management or any other concern.

### 4.4. Record-Keeping

The College must be aware of all people onsite at any time; and able to provide a list of residents, employees and visitors on site when requested by an appropriate authority (e.g. Qld Health Department; Emergency Services) and/or refer the relevant authority to the data held by the Qld Government (e.g. through the Check In Qld App).

Records of employees' site attendance and contact details are kept and maintained through work processes such as employee files, timesheets and payroll records.

Records of student residents and Short Stay guests are kept and maintained through the accommodation database.

Records of overnight Conference guests are kept either through the accommodation database or by the relevant Conference Organiser.

**All other visitors must sign in and out of the site through an online or paper-based system as determined by College Administration from time to time.**

### 4.5. Room Occupancy

All resident rooms apart from LB3 RA and LB410 are single occupancy rooms. These rooms may only be allocated to individual occupants.

LB3 RA and LB410 may accommodate two people.

Student residency is normally allocated on the basis of one individual per room.

### 4.6. Visitor Arrangements

#### 4.6.1. Site Access

Guests of current residents and employees, and Associate Members of the student residential community who have not contracted to stay overnight may visit the site at any time. Guests of residents may only stay overnight with a resident on an ad hoc basis, i.e. never 2 nights in a row and no more than 3 nights within a fortnight. The College is unable to provide additional services for guests staying overnight on an ad hoc basis. Meal vouchers may be purchased through the normal processes.

Visitors of current residents and employees, and Associate Members of the student residential community wishing to stay overnight on a planned and not ad hoc basis may contract with the College as Short Stay guests and be allocated their own room. The College is unable to contract for the sharing of rooms that are single occupancy only.

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Except in the case of an emergency, contractors and volunteers would normally only visit the site between the hours of 6:30 am and midnight.

Conference and Function guests who have not contracted to stay overnight would normally only visit the site between 8:30 am and midnight.

### 4.6.2. Bathrooms

Bathrooms may be designated as for use by males only, females only or any gender.

## 5. Document Control & Availability

### 5.1. Record of Versions

The following table of versions records the history of the issuing of this document. It is updated with every amendment of the document.

Versions are numbered by year and month (i.e. April 2013 is 1304).

This policy will be reviewed every 3 years.

The current policy was approved by Grace College Council on 9 August 2021 for implementation on Saturday 20 November 2021.

Version	Revision Details	Sections Affected	Revised by	Reviewed by Governance & Risk Management Committee	Approved by Council
2105	New Policy	All	Monro	29 July 2021	9 August 2021
2107	Update	1, 3, 4.6.2	Monro	9 September 2021	11 October 2021
2212	Amendment	3	Monro	N/A	1 Dec 2022

### 5.2. Availability

This document is available on the IT Network in S:/Grace College Operations Manual. This directory is accessible by all staff with computer access. Printed versions of the *Grace College Operations Manual* are also available in:

- the Principal's Office in Administration;
- the General Administration Office;
- the Head Chef's Office in the Kitchen;
- the Facilities Manager's Office in the Workshop;
- in the suite of the Senior Resident Assistant; and
- on each floor of the accommodation buildings in the kitchenette.

A copy of the *Grace College Operations Manual* is provided to the Grace College Student Club Executive through their President. This copy will be kept with the records of the Student Club Executive and passed on to subsequent Executives.

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This policy is also published on the Grace College website ([www.grace.uq.edu.au](http://www.grace.uq.edu.au)).

### 5.3. Issue Protocols

When a new version of this document is issued:

- an implementation date will be determined;
- the electronic version will be updated on the IT Network and the College website;
- all printed copies of the previous version will be withdrawn from access at the College;
- a printed copy and an electronic copy of the previous version will be archived;
- any annotations on printed copies of the previous version will also be archived; and
- printed copies of the new version will be issued as deemed appropriate by the Principal.