

1 Purpose

To implement clear guidelines for visitors at the Sunraysia Institute of TAFE Student Residences.

2 Scope

This procedure applies to all visitors of the SuniTAFE Student Residence.

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4 Definitions

ACRONYM / Term	Definition
Residences	SuniTAFE Student Residences
Unit Leaders	Student resident leadership role to assist all students and staff in an effective and safe operation of SuniTAFE Student Residences.
Resident	A student who lives in the SuniTAFE Student Residences.

5 Actions

5.1 Visiting Hours

Residents are permitted to entertain visitors between the hours of 10.00 am until 9.30 pm on each day of the week. This timeframe is designed with the consideration of all residents in mind.

All visitors to Student Residences must sign in an out of the Visitor's Book located at the entrance door of Student Residences. This ensures that in the case of an emergency all persons on site can be accounted. The name of the visitor, the resident's name, room unit and room number visiting must be listed.

Unit Leaders will ensure that all resident guests sign the Visitor's Book on arrival.

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Visitors arriving before 10.00 am or after 9.30 pm may be asked to leave and the resident receiving the visitor may be informed that they are in breach of the Residential Behaviour Policy and may be dealt with in accordance to the Resident Behaviour and Incident Procedure.

Security or the Residence Officer can escort visitors from Residences who have breached the visiting hours.

Security will carry out a walk through Residences each evening prior to 9.30 pm to ensure that no visitors are remaining.

5.2 Visitors Behaviour

The Residence Officer will monitor the weekly number of visitors and report to the Facilities Manager when deemed necessary.

Visitors can only remain on Student Residences whilst a resident is present. In the event that a resident is required to leave Residences to attend class or other activity, the visitor is also required to leave Residences.

Whilst on Residences, visitors are required to obey all rules relating to Student Residences. Residents are responsible for ensuring that their visitors comply with Institute rules and are accountable for their guests behaviour during their stay as stated in the Residence Behaviour Policy.

Institute Management reserves the right to question a person on their reason for visiting or for the frequency of their visits. Management also reserves the right to limit the frequency of times of a person visiting Student Residences and to refuse a visitor at their discretion.

Visitors do not have the right to access Residence equipment and services such as the bathroom, laundry, study room equipment etc.

5.3 Overnight Visits

Residents may have a visitor stay overnight in their room if occupying a single room. A charge is applied to an overnight visit and must be booked in with the Residence Officer prior. Visitors must pay the room charge in advance.

In consideration of their roommates privacy requirements, residents that share a room are not permitted to have a visitor stay overnight.

An overnight guest may not stay in a resident's unit for more than two nights in a calendar week, either consecutively or separately. Visitors wanting to stay short term are required to follow the Residence Application Procedure.

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Overnight visitors may only remain in Residences whilst the resident is present. If the resident is required to leave Residences to attend class or other activity, the visitor is also required to leave Residences.

5.4 Children in Residence

- 5.4.1 No child under the age of 17 years shall visit the Institute residence facility unless accompanied by a legal guardian who is a resident, or related to a resident of the facility.
- 5.4.2 Residents or relatives of residents who have legal guardianship rights to a child may have the child visit the Student Residences under the following provisions:
- There are to be no more than three (3) children visiting with any one resident at a time.
 - The child/children are bound by the Resident's Visitors Policy and must be signed into the visitor's book, located in the Residence Office Foyer, by their legal guardian.
 - The child/children cannot stay overnight in any of the Residential Units.
 - The resident is responsible for ensuring that noise is kept to a minimum and that other residents' privacy is not infringed upon.
 - The child/children can only access Residence facilities (including games and equipment) whilst under the direct supervision of the legal guardian.
 - The child/children are not any time permitted access to the Study Room.
 - The Legal Guardian is responsible for any damage done to any Institute property by the child/children.
 - The child/children must at all times remain under the direct supervision of the legal guardian whilst on Institute property.
 - The child/children are not permitted access to any area outside of the residential facility.
 - The Institute reserves the right to disallow or discontinue any visitation arrangements.
 - The Institute and its staff will not be held responsible for any injury sustained to the visiting child/children or for any harmful acts committed either against or by the child/children.

6 Associated Documents

- Resident Behaviour and Incident Procedure
- Student Code of Conduct Policy
- Residential Behaviour Policy.
- Residence Visitors Procedure
- Residence Breach of Guidelines Procedure
- Residential Behaviour Policy.

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7 Legislative Context

- Disabilities Discrimination Act 1992
- Children Youth and Families Act 2005.

8 References

- Nil.

9 Forms / Record Keeping

All records generated by this procedure should be listed and must state title, location, responsible officer and minimum retention period.			
Title	Location	Responsible Officer	Minimum Retention Period
Visitor's Book	Residences	Residence Officer	7 years

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