

Guests and/or Visitors (Guests) on Campus Procedures

Issued 21 April 2017

Updated 15 February 2023

Revised 09 February 2024

The College encourages guests to visit the campus. The safeguarding of student population is paramount, so in order to keep our community and our guests safe, the following protocols need to be followed:

- All guests must be signed in at the Administration office and receive a visitor's pass.
- The Director of Operations and Head of College must be informed if a guest is on campus for more than 24 hours.
- If the guest requires accommodation, with the support of their host, they must arrange lodging with the College's Event Coordinator at events@pearsoncollege.ca.
- If a guest is on campus for less than 24 hours, the College employee or resident who invited them is solely responsible for the guest's behaviour and the in case of emergency to follow on protocols.
- All guests must be briefed on the safeguarding requirements as listed on the back of the visitor pass.
- Should the visitor/guest be joining their host for a meal, they must purchase a meal ticket at the administration office.

Community notification to LBP and Students

Please provide the following information on your guest, visitor, or volunteer:

- A photo.
- Name of our guest.
- Short biographical background.
- Length of visit to campus.

Please note all guests must follow the guidelines and policies of the College and it is the responsibility of the host to ensure that the guest is well-informed on current information.