

Access to Premises Policy

Purpose

The purpose of this document is to set out the College's policy in relation to providing access to College premises.

Applicability

This policy applies to all current College students, staff and independent contractors.

Student access

Students are only permitted access to those parts of the premises used for teaching the program in which they are enrolled or for student amenity.

Students are not permitted access to:

- a) Areas used by administrative staff;
 - b) Lecturers' offices unless by invitation;
 - c) Any store rooms;
 - d) Non-student designated kitchens or bathrooms; or
 - e) Rooms containing electrical switching equipment or an air conditioning plant.
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Care of student rooms

Students must take care to avoid unnecessary wear and tear or damage to the building, furniture and equipment. In particular, students must not:

- a) Affix notices, signs, pictures or other materials to walls, doors or other surfaces apart from designated notice boards; or
- b) Put nails, screws or press studs into any walls, doors, other surfaces or equipment.

The College may remove any notice or other material from the notice boards or elsewhere. Students bear responsibility for the areas of the College which they use and the equipment in it and may be called on to contribute to the cost of any repairs.

Students must not move furniture from one room to another. They must not move desks within rooms unless authorised by College employees.

Blinds must not be raised where that would interfere with the air-conditioning.

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Accidents, loss or damage to equipment Students, staff and independent contractors must report promptly all cases of accident, damage, loss and faults in electrical, air conditioning and other equipment to a member of College staff.

Audio-visual equipment From time to time, computers, film projection, videotape, sound, and other audio-visual equipment are used during a program.

Students must not move or interfere with this equipment in any way.

Smoking and vaping Students are not permitted to smoke or vape inside College premises or within 4 metres of any external doorway.

Food and beverages Students must not eat or and drink in College premises other than in classroom and kitchen or dining areas to which students are permitted access subject to their being kept tidy. Food wrappings, drink cups and scraps must be wrapped and placed in waste bins.

Students must not use electrical appliances for food or beverage preparation other than those supplied by the College for student use.

Except where expressly authorised by the Program Director, alcohol is not permitted on College premises.

Children The College does not have facilities for the care and safety of children. Children may only be brought onto campus or other locations where face to face workshops are being facilitated with prior approval.

Disruptive activities In consideration of others, to ensure that students, staff and other persons on the premises are not disturbed by noise or other forms of disruption, students must not:

- a) Use mobile telephones or other devices in College premises during onsite activities unless authorised by a member of College staff; or
- b) Participate in other noisy or disruptive activities on College premises.

Fire drills and regulations Students, staff and independent contractors must observe all fire drills and regulations applicable to the building in which their Program is conducted.

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Policy Owner	Chief Academic Officer	Information Classification	OPEN
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Animals Animals (with the exception of assistance animals) are not permitted at any time on College premises.

Personal property of students Students are responsible for their own property and its security on College premises.

Students must remove all of their materials and personal property from College premises by the end of any on-campus session. The College may dispose of any materials or other property which has not been removed as required.

Related policies Student Code of Conduct
Disability Policy

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