

## VISITOR POLICY

### **Purpose:**

UWC Mahindra College encourages families, friends, alumni and other people to visit the College. At the same time, utmost care is taken to make sure that such visits do not disrupt the educational processes and instead protect the safety and welfare of the students and staff, and protect the College's facilities and equipment from misuse or vandalism. Limitations are placed on visitors to avoid disruption to College operations. Staff and students ensure that visitors are courteously received, and care is taken to provide them with information as may be needed.

### **Categories of Visitors:**

- **Invited Guests:** Guests invited by a member of staff and faculty (for meetings, guest lecture, etc); in each case, a designated staff member assumes responsibility for the person(s) while they are on campus.
- **Personal visitor:** Students and faculty who invite people on campus for one or a few days for reasons including family or friend visit.
- **Alumni:** Alumni, including recently graduated students (3rd years) who are welcome to visit campus from October to March for a maximum of 4 nights.
- **Contractors:** People who visit campus to provide services with infrastructure, services and administration.
- **Open Days:** Prospective students and their parents visiting campus during scheduled Open Days.
- **SAT and ACT Exam days:** Parents who are accompanying students on test days since the College is a Testing center.
- **Triveni Participants:** Students and visitors who come to campus as part of a Triveni Program (Eg. High School Science), or groups of students who visit campus to complete their CAS Program requirements (Winterline, SOLA, etc).
- **Extended Visitors:** Guests staying for more than 7 nights.
- **Summer Programs:**  
Participants staying on campus during summer  
\* The College has developed separate documents for UWC short courses and summer programs participants outlining protocols and safeguarding practices

### **The following Visitor & Guest Management procedure has been adopted:**

- All the visitors are screened at the main gate, their bags checked, and only authorized personnel have access to the college facilities.
- All visitors have to record their particulars in the register- Full Name, Date of Birth, visiting from, Purpose of Visit, Visit Authorized by and Vehicle number at the entrance gate
- Visitors are then issued a dated visitors pass after verification of their photo ID. No visitor is allowed to enter the campus premises if they are not in possession of a Photo ID.

- Visitors must wear their visitors pass visibly at all times. Passes are returned at the main gate at the time of departure.
- After Verification, the security guard will inform the guard posted at the “Mahadwar” - Front Desk and the concerned faculty, student or employee regarding the visitor’s arrival. Visitors are then requested to reach the Mahadwar.
- Once the visitor has departed from the main gate, the Main Gate security guard will inform the Head of College, the Head of Campus Infrastructure & Services, the Health and Safety Officer and the Head of Student Life (in case a visitor has come to visit a student) via Email.
- The guard at the Front Desk will receive the visitor and take them to the concerned person after signing the ‘Safeguarding Guidelines for Visitors’ (Appendix A).
- The security team maintains an ‘IN’ and ‘OUT’ guest register and have all the information ready to share on demand. Daily reports on visitors are shared with the Head of College, the Head of CIS and the Health and Safety Officer.
- Any guest/visitor staying on campus for more than 7 nights will be subject to a background verification process. Guests are requested to comply with the process and provide the required information.

### **Safeguarding:**

The College recognizes the fact that we have a fairly open campus, and it may not always be possible to track movements of the guests and visitors. The college aims to uphold safeguarding practices by ensuring the following:

- All visitors must comply with the rules and regulations with respect to the Code of Conduct and other administrative policies. These are available in the College Compendium on the College Website.
- Visitors staying overnight on campus will have to sign a Safeguarding Guidelines for Visitors document once they arrive at the front desk. (Appendix A)
- Visitors are not permitted to visit the Residential Areas of campus and the Wada’s without permission from and supervision of the Wada Parent.
- Visitors may use facilities in the Social center, including the swimming pool and gym upon registration with the Triveni Office.
- Visitors staying in the College guest houses may not invite students to guest rooms unless the student has prior permission from the Wada Parent.
- The College will ensure that all communication between invited visitors and the students happen in the presence of a faculty member, in an official space.
- Visitors may visit classes and be present in the AQ and administrative buildings, and participate in college activities upon request or invitation.
- Visitors attending a student performance should not record on film any of the event without having obtained direct consent from the students concerned /organizers; any such recording should not be placed on social media, again, without the clear consent of all students involved in the recording.
- Where a guest is invited by a member of the faculty or staff, they must inform the Head of CIS & assume full responsibility for the guest(s) while they are on campus.

- Management of contractors is the responsibility of the Head of CIS, Health and Safety Officer and/or the Facility Manager. These visitors should be accompanied by security personnel at all times.
- Personal visitors are not allowed to visit the College during the months of August and September and in April and May to ensure minimum disruption during the settling period and the examination period respectively.
- If a member of faculty or staff is hosting an alumnus, former member of staff or an individual with connections to the College, it is appropriate to inform the Head of College in Advance.

#### Guidelines for Guest house bookings:

1. All community members who plan to have guests on campus, whether using guest house accommodation or not should inform the Assistant to the Head of College and the College main gate, prior to making any arrangements with their guests, outlining the purpose of the visit (i.e., personal, professional – workshop, facilitator, guest speaker, parent, etc.).
2. If guest house accommodation is required, it will be booked on a first-come-first-served basis. However, preference will be given to official guests (e.g., external speakers for workshops, university representatives, Outreach Program participants etc.). For this reason, anyone booking accommodation for private guests will not get a confirmation of their reservation until 14 days before the guest's expected date of arrival. Confirmed reservations may be shifted to Golden Fields Resort (Opposite the College) in case of last minute utilization of accommodation. Students need to seek approval from Wada Parents before requesting guest house booking for personal guests.
3. On arrival at the college, and after completion of formalities at the main gate, guests will be shown to the Front Desk, where they will receive their cafeteria coupons and the room key. The visitor's card (issued at the gate) should be worn or kept on their person during their stay on campus. Prior to vacating the stay, all bills should be settled in full.
4. Guest house charges are shown below. These charges cover the college's costs and help support the scholarship fund.
5. Parents of students are welcome to stay in the guest houses for a maximum of 4 nights in an academic year. Unused days do not roll over to the following term. Parents coming to drop off first years are not permitted to stay overnight on campus. Parents are also not permitted to stay on campus from April onward till and including graduation unless exceptional circumstances exist. During this period, the Head of College is required to give sanction for parents to stay on campus, duly recommended by the Wada Parent and/or the Counselor.

Guest	Charge
Student's private guests (parents / relations / friends)	₹1500 per first person per room per night (non A/C) ₹2000 per first person per room per night (with A/C) ₹1000 per additional person per night ₹500 per additional child per night
Faculty private guests	₹500 per person per night  (only if accommodation available - maximum stay 1 week unless agreed otherwise by Head of College)
Official college guests (Head of College approval required)	At college expense  (Donations to support scholarship fund greatly appreciated)
Workshop & courses (Outreach Programmes)	₹2000 per person per night (non A/C) ₹2500 per person per night (with A/C)

**Appendix A:****SAFEGUARDING GUIDELINES FOR VISITORS IN COLLEGE****PERSONAL INFORMATION OF THE GUEST/VISITOR**

Full Name: \_\_\_\_\_

Date of Birth(DDMMYYYY): \_\_/\_\_/\_\_\_\_

Marital Status: \_\_\_\_\_ Gender: \_\_\_\_\_ Nationality: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ (Incl. Country Code) \_\_\_\_\_

Personal E-mail: \_\_\_\_\_

Photo ID: \_\_\_\_\_ ID Number: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

The College is committed to safeguarding its students and promoting student welfare. It expects all faculty, staff, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behavior that underpins this commitment.

**The aim of this Letter -**

To ensure that all Guests, Contractors, Volunteers and Visitors are aware of and undertake their responsibility to promote equal opportunities, provide a safe environment for students to learn and grow and help protect our students from significant harm.

**Security**

All visitors and contractors coming in to the College must report and sign in at the Main Gate and Front Desk. By signing in and out of the visitors' book you are agreeing to follow the advice within this leaflet. The visitors badge must be worn at all times while on the College premises. Proof of identification may be sought.

Guests staying on campus- You are not permitted to visit the residential areas of campus without permission from and supervision of the Wada Parent. Please seek prior permission from the Wada parent should you wish to invite any students to your room. Students are not allowed to be in the guest house area after Check in time.

**Fire & Evacuation**

- If you hear the fire alarm, which is a loud continuous bell, please leave the building by the nearest exit. Do not re-enter the building until told it is safe to do so.

- The fire assembly points are distributed all around campus
- If you discover a fire, immediately press the nearest fire alarm button and tell a member of staff.

### **Safeguarding guidance**

Adults visiting or working on the College site play an important part in the life of the College. You can play a part in keeping our student's safe whilst working at, or visiting the College by observing the following guidelines:

- Do not give personal information such as your mobile number, email address, home address or social networking information to students.
- If you have any concerns that a student may be at risk of harm, report it immediately to the Child Protection Officer, Ms. Aparna Ramchandran, who can be contacted via the Front Desk. Do not discuss your concerns with the student in question, other students and do not carry out an investigation.
- If you have a concern about the conduct of a member of faculty or staff, please speak with Ms. Aparna Ramchandran or the Head of College.

### **Respect**

We expect visitors to show respect and concern for others by supporting the respectful ethos of our College by setting a good example in their own speech and behavior towards all members of the College community.

We will not tolerate disruptive behavior which interferes with the operation of a classroom, an office area or any other part of the College and its grounds. This involves using loud and/or offensive language or displaying temper.

### **Confidentiality and Data Protection**

Photography and analogue or digital recording in any form will only be permitted at the discretion of the Faculty member in charge of the activity or the Head of College.

Visitors must not share any information of sensitive nature obtained on their visit with anyone who does not need to know that information. Regular visitors and those most likely to have access to confidential information will be asked to sign a confidentiality agreement.

**Thank you for taking the time to read this. We hope that your visit will be enjoyable, informative and safe.**

**Date:**

**Signature:**