



College Policy & Procedures Manual	
Category	Student Affairs
Policy #	2.4.10

GUIDELINES FOR VISITORS IN THE LEARNING SETTING

POLICY

The College of the Rockies (the College) recognizes the importance of families and friends in the lives of its students. This policy defines when visitors may be present in learning settings such as classrooms, labs, or clinical exam rooms.

PURPOSE

These guidelines are intended to foster respect for the needs of all parties impacted by visitors, while protecting the safety of all participants.

SCOPE

This policy covers all College courses, on or off campus, in learning settings as defined in this policy.

DEFINITIONS

Learning Setting: The physical space in which learning occurs as part of College programs, such as classroom, lab, study room, clinical room, or other learning setting.

Minimal Risk: The principle of minimal risk is one in which “the probability and magnitude of possible harms” associated with one’s presence in a learning setting “is no greater than those encountered by the participant in those aspects of his or her everyday life” in similar settings. The instructor assessing minimal risk has a special responsibility to consider the protection of vulnerable individuals. (adapted from *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2.8B*)

Visitor: A person not registered in the course who does not have an approved educational role in the learning setting. Examples of visitors may include minor children, adult dependents, parents, siblings or other relatives, friends, and other College students. Examples of those with approved educational roles include guest speakers, personal care attendants, aides, lab assistants, and interpreters.

GUIDELINES

- A. In general, learning settings such as classrooms, labs, clinical rooms, and study rooms are not appropriate places for a visitor. Where there is minimal risk exceptions to this general rule will fall into one of the following categories:
 - A.1 **Minor Children and Adult Dependents.** In an emergency, and if there are no other alternatives, students may have non-student minor children or adult dependents in the classroom for brief periods with the instructor’s prior consultation and approval. Such arrangements are temporary and may be granted only when the student and instructor

- have considered and addressed the factors in Section B below. The student must then supervise the non-student visitor at all times.
- A.2 **Approved Visitor.** The instructor may grant permission to any person to visit the class. The instructor need not include visitors in class activities. Visitors shall not attend class regularly.
 - A.3 **Approved Care Attendant.** Disabilities Services may authorize a personal care attendant for a registered student.
 - A.4 **Approved Educator.** The instructor may, with the department head's approval, authorize a person to attend one or more classes for an educational purpose or project. Approved educators may include researchers, student teachers, interns, and guest speakers among others.
 - A.5 **Approved Support Service.** Aides, lab technicians, interpreters, and other employees of the college may be assigned to a learning setting by the College as needed.
- B. The exceptional circumstances under which a student may include a visitor in a learning setting should be established in advance and agreed to in writing taking into account the following factors:
- B.1 The student's willingness to supervise the visitor at all times and accept full responsibility for any resulting damage to property or injury to persons.
 - B.2 The principle of minimal risk to the visitor. Safety is a primary concern for the students, visitor, supervisors and the College.
 - B.3 The risk of a breach of confidentiality for students or clients they engage with as part of their learning.
 - B.4 The potential to disrupt the learning setting and/or create an atmosphere that is not conducive to learning.
 - B.5 Other relevant factors based on the instructor's judgement.
- C. Visitors are not permitted where safety and/or confidentiality concerns exceed the principle of minimal risk. Examples include, but are not limited to:
- C.1 Laboratories or specialized work areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gases, sharp objects, lasers, research animals, hazardous wastes or other environmental hazards
 - C.2 Interactions with clients
 - C.3 Power plants, shops, mechanical rooms, confined spaces, food preparation areas
 - C.4 Any areas, indoors or out, containing power tools or machinery with exposed moving parts or rotating equipment
 - C.5 Areas with excessive noise, temperatures, or pollutants that require protective equipment
 - C.6 College vehicles, heavy duty or other motorized equipment
 - C.7 Any other high-risk areas (rooftops, construction zones, etc.)

Reference: Adapted from *Guidelines for Non-Student Visitors in the Learning Setting*, University of Colorado School of Medicine