



SECURITY POLICY

Responsible:	Director
Date Reviewed:	January 2025
Review Period:	Annually
Approval Authority:	Governors
External Release:	Yes

Statement of Intent

Kingfisher Education is dedicated to creating a safe, secure and supportive environment with exceptional levels of care and very close supervision.

It is of utmost importance that Kingfisher Education's staff, customers, premises, intellectual property, confidential information, and all other company property are kept secure at all times and that the interests of the business are safeguarded.

Staff are expected to assist the Company to achieve this.

All visitors to the Kingfisher Education's camps must report to reception to sign-in upon arrival and sign-out again at the end of their visit. Visitors must wear a visitor badge for the duration of their visit.

Management Responsibilities:

The Director, Centre Manager, Welfare Manager, Head Coaches, Director of Studies, Events Managers and House Parents share the management responsibilities for security at camp.

Security procedures are detailed and regularly reviewed in:

Kingfisher Education Employee Handbook
Health & Safety and Emergency Procedures / Fire and Evacuation Procedure Emergency Action Plan

Security Training:

New Staff Induction
Any updates can be passed on during daily staff meetings
Weekly fire drills for all students and staff