



VISITORS POLICY

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

Kingfisher Education welcomes and invites parents and others to visit the Kingfisher Education Summer Camps.

Kingfisher Education is committed to its responsibility to safeguard all children in its care and recognises every child has the right to be protected. A child is defined as any person under the age of 18 years. Kingfisher Education is also committed to its duty of care to all staff as an employer.

Kingfisher Education has a legitimate commitment in Safeguarding the safety and welfare of students and staff. We aim to minimise disruption to the educational process to protect both Kingfisher Education & our partner schools' facilities and equipment from misuse or vandalism. Therefore, the proper control of visitor access is a crucial part of Kingfisher Education's responsibility towards the safeguarding of pupils, staff and property.

Kingfisher Education intends to ensure that every expected visitor is treated with kindness and respect, making them feel welcome while on the premises. At the same time, Kingfisher Education reserves the right to impose certain restrictions on visitors to prevent any disruptions to operations. Nevertheless, these restrictions will be applied fairly and not excessively.

The Kingfisher Education Head Office, along with the Centre Manager, Welfare Manager, and Camp Administration team, holds the authority to approve visits and establish any necessary conditions regarding their nature and extent. When determining these conditions, the designated camp staff take into account the purpose of the visit, the potential impact of the visitor's presence, and the visitor's relationship with the students.

We ask you as a visitor / contractor to support us by adhering to the following guidelines:

A visitor is defined as any adult wishing to enter the school premises who is not a student, employee, or an immediate family member of a resident staff member. Visitors under the age of 18 must be accompanied and supervised by a responsible adult at all times.

Except in cases of emergency, visitors are required to obtain authorisation in advance before coming to the School. This can be done by contacting the Kingfisher Education Head Office or a relevant camp staff member, usually by email or a phone call. Please note that visits may be restricted during certain times of the day, week, or year due to safety concerns, convenience, or the need to maintain a secure environment.

All visitors must always comply with Kingfisher Education Policies, administrative rules and regulations (More information: Safeguarding Policy, Health & Safety Policy).

- All visitors should immediately report to the Main Office

- All visitors will be asked to show a form of Identification (for verification purposes – not record keeping)
- In the interest of security and student safeguarding, all visitors and contractors (excluding approved contractors with Enhanced DBS checks) are requested to abide with the sign in/out procedure and be supervised by a staff member at all times.
- All visitors are to be issued a visitor identification badge, which must be visibly worn at all times during their visit.
- All employees are responsible for verbally and respectfully challenging any individual on the campus who is not wearing a visitor identification badge.
- Violence, threatening behaviour, and abuse against staff, students or other members of the school will not be tolerated. All camp members have a right to a safe environment in which to work and learn.

Your safety and well-being is important to us. As a visitor or contractor, we expect you to prioritise the health and the safety of those around you and yourself:

Exceptions:

The only exceptions to the case above are:

- Parents or caregivers (or individuals nominated by them) who are dropping off or picking up their children from school. This arrangement must be communicated in advance. This typically applies to weekend arrivals and departures, during which camp staff will supervise the premises.
- Excludes approved external contractors working for Kingfisher Education, with an enhanced DBS Certificate.