



KidzQuest Visitor Policy

1. Policy Overview

At KidzQuest Activity Camps, the safety and well-being of our campers are our top priorities. This Visitor Policy aims to ensure that all visitors to our camp are properly identified, monitored, and managed to maintain a secure environment. The policy applies to all visitors, including parents/guardians, contractors, volunteers, and any other individuals who are not registered staff members or campers.

2. Definition of a Visitor

A visitor is defined as any individual who is not a registered member of KidzQuest staff or a child enrolled in the camp. This includes but is not limited to:

- Parents/guardians visiting outside of normal drop-off and pick-up times
- External contractors (e.g., maintenance workers, suppliers)
- Volunteers or special guests (e.g., guest instructors or entertainers)
- Local authority or regulatory officials (e.g., Ofsted inspectors)

3. Visitor Identification and Registration

- All visitors must report to the camp reception area or designated entry point upon arrival.
- Visitors will be required to sign in, providing their full name, purpose of visit, and contact details. They will be issued a visitor badge, which must be worn visibly at all times while on the premises.
- Visitors must sign out and return their visitor badge before leaving the camp.

4. Supervision of Visitors

- Visitors will be accompanied by a member of KidzQuest staff at all times. This ensures that the visitor is supervised and does not have unsupervised access to children or restricted areas of the camp.
- Staff will verify the identity of the visitor and confirm the purpose of the visit before allowing access beyond the reception area.
- Contractors or external service providers must provide identification and details of their work prior to entry. Any work involving direct access to areas where children are present must be scheduled outside of camp hours whenever possible.

5. Parent/Guardian Visits

- Parents/guardians are welcome to visit the camp but must inform the Camp Director or Deputy Director in advance to schedule an appropriate time.



- Unscheduled visits are discouraged, except in emergencies. If a parent/guardian arrives without prior notice, they must still follow the sign-in procedures and may be asked to wait until a staff member is available to assist.
- Parents/guardians wishing to observe their child during activities must do so under the supervision of a staff member and must not disrupt camp activities.

6. Special Guests and Volunteers

- Any special guests or volunteers (e.g., guest instructors, entertainers) must be approved by the Camp Directors in advance. Background checks (e.g., Enhanced DBS) may be required for any individuals who will have direct contact with children.
- Special guests will be briefed on KidzQuest's safeguarding policies and expected conduct before engaging with the children.

7. Regulatory and Safeguarding Officials

- Representatives from regulatory bodies (e.g., Ofsted inspectors, local authority safeguarding officers) are welcome to visit KidzQuest. They must present official identification and sign in upon arrival.
- The Camp Directors will facilitate their visit and provide access to requested information, ensuring compliance with regulatory requirements.

8. Health and Safety Requirements

- All visitors must comply with KidzQuest's Health and Safety Policy while on the premises. This includes adhering to fire evacuation procedures, following staff instructions in an emergency, and reporting any health or safety concerns immediately.
- Visitors who show signs of illness (e.g., fever, coughing) may be asked to reschedule their visit to minimise the risk of spreading illness to campers and staff.

9. Prohibited Visitors

- Any individual who is subject to a safeguarding concern, has been previously barred, or poses a risk to the safety and welfare of the children will not be permitted access to KidzQuest. Staff will be notified of any individuals who are not allowed on the premises.

10. Confidentiality and Data Protection

- Visitors must respect the confidentiality of the camp and refrain from discussing or sharing any personal information about the children, staff, or activities without explicit permission from the Camp Directors.



- Any information collected during sign-in will be handled in accordance with KidzQuest's data protection policy and the GDPR regulations.

11. Policy Review

This Visitor Policy will be reviewed annually or when necessary to reflect changes in camp operations or legal requirements. Feedback from staff, parents/guardians, and visitors will be considered during the review process.