



Visitors (External Suppliers) Policy

The purpose of this policy is to set out Riley's Kids Camps' procedures regarding visitors to our venues whilst we have control of the venue and camp is in session. This policy has been put in place to safeguard and protect the children attending our camps, as well as to ensure the venues are protected from misuse.

1. Scheduled Visitors

All visitors should be scheduled ahead of time to ensure coaches have prepared for their attendance. All scheduled visitors will be approved by Senior Management, Alix Webb or Blayne Riley. There is no circumstance permitted where any external suppliers are to enter into the venue who have not been agreed by Senior Management.

The Head Coach will have the details of any scheduled visitors within the Handover Document for camp.

In the event the scheduled visitor is an external supplier providing services to Riley's Kids Camps, they will be provided with the contact details for the Head Coach. The Head Coach will provide instructions on how to enter the venue and will meet them upon entering. The external supplier must have confirmed in writing, they have read and understood the 'External Suppliers Terms and Conditions' before entering the venue.

The Head Coach is responsible for supervising the visitors' attendance. The visitor will not be left unsupervised at any time, whilst present at the venue or in the presence of the children - **even if they have DBS clearance.**

2. Unscheduled Visitors

In the event a visitor arrives at the venue unscheduled, the Head Coach and the Designated Safeguarding Lead (if different) shall respond to the visitor accordingly.

They will refuse entry. **There is no circumstance where an unapproved, unscheduled visitor enters.**

In the event the visitor is unwanted, they shall be asked to leave immediately and not permitted entry to the venue. Any attempt to visit or access the venue shall be reported to Senior Management, Alix Webb or Blayne Riley. In the case of an Emergency, any coach is permitted and directed to call Emergency Services on 999.

3. Safeguarding

Riley's Kids Camps is committed to ensuring and promoting the safety of the children under our care. A Designated Safeguarding Lead is present during each camp. All coaches working for Riley's Kids Camps have active DBS Checks dated within the last three years.

Riley's Kids Camps do not carry out DBS Checks on all external suppliers, though some suppliers may have provided their own certificates. Under no circumstances should any visitor with or without a DBS Certificate dated within the last 12 months, be left unsupervised with the children.

4. Visiting Procedures

The Head Coach will ensure all Coaches are aware of the visitors to the camp, and will ensure Coaches are notified that the visitors are not to be left unsupervised at any time.

The Head Coach will sign the visitor into the venue, and out upon their departure. This is to ensure the Fire Safety Policy is adhered to.

The visitor must adhere to the 'External Suppliers Terms and Conditions' policy. All staff must understand our requirements and expectations.

Smoking cigarettes or e-cigarettes is not permitted at any of our venues, inside or outside. All visitors should be made aware upon arrival.

5. Legal Framework

This policy takes into account the following legislation:

- Health and Safety at Work etc. Act 1974
- Childcare Act 2006

The details of all visitors, scheduled or unscheduled, shall be recorded by the Head Coach and passed to Senior Management. This document can be viewed by any Parent of Riley's Kids Camps.