



## Visitor Policy

Purpose: To ensure the safety, security, and integrity of the learning environment at Ambleford, while still welcoming visitors who aim to contribute to or observe our unique educational approach.

### 1. Definitions:

- Visitor: Any individual who is not a regularly enrolled student or a current staff member.
- Authorized Visitor: A visitor who has followed this policy and received permission to enter the premises.

### 2. General Requirements:

- a) All visitors must sign in at the Welcome Hut upon arrival.
- b) Visitors must wear a provided identification badge at all times during their visit.
- c) All visitors must be accompanied by a team member while moving through the premises.
- d) Any visitor without proper identification or not accompanied by a staff member will be regarded as an unauthorized visitor, will be challenged and may be asked to leave.

### 3. Scheduling Visits:

- a) All visits must be scheduled at least 48 hours in advance unless special circumstances dictate otherwise.
- b) Unscheduled visits may be permitted in exceptional cases but will require the immediate approval of the administration team.

### 4. Purpose of Visit:

Visitors may come for various reasons, including but not limited to:

- Observing teaching methods and educational processes.
- Volunteering for activities.
- Delivering presentations, or workshops.
- Media coverage (with prior approval).
- Inspections or maintenance work.

### 5. Safety and Respect:

- a) Visitors must follow all school safety rules and respect the natural environment of the forest.
- b) Picking plants, disturbing wildlife, or leaving litter is strictly prohibited.
- c) Visitors should dress appropriately for the weather and terrain.

6. Children and Families:

- a) Parents and guardians are always welcome but must still adhere to this policy.
- b) Children who are not enrolled in the school and wish to visit must be supervised by an adult guardian at all times.

7. Data Protection and Photography:

- a) Visitors must not take photographs or videos without prior permission.
- b) Any data or observations recorded during a visit must respect the privacy rights of students, staff, and the wider school community.

8. Refusal of Entry:

Ambleford School of Rural Skills reserves the right to refuse entry to any visitor or ask a visitor to leave if they do not comply with this policy or if their presence is deemed detrimental to the school environment.

9. Feedback and Reflection:

We encourage visitors to provide feedback on their experience. This feedback helps us refine our processes and improve the experience for future visitors.

10. Review:

This policy will be reviewed annually and may be updated as required.

By adhering to this Visitor Policy, you support our mission to maintain a safe, respectful, and inspiring learning environment for all. We appreciate your cooperation and understanding.

Last updated April 2023

Date for Review Feb 2024