

Guidance on Camp Access

1. Introduction

The present document aims at giving general guidance to Camp Management on the procedures that should be put in place regarding access and movements in and out of camps. Specific procedures that are in line with the present guidelines should be developed at the camp-level according to the specific contexts.

2. General

Camp Management agencies must have SOPs establishing entry and exit processes that will be upheld in the camp.

Residents, approved visitors, humanitarian actors operating in the camp or with an approved visit to the site, government officials, and approved contractors are allowed to enter the camp. Security forces are allowed to enter with vehicles under exceptional circumstances and for limited duration of time upon request from or approval by Camp Management.

All camp residents, staff, vendors and visitors must abide by the rules in place in the camp, including Code of Conduct.

No armed actors are allowed inside camp. If armed actors attempt to override denied entry into the camp, please report this issue to the CCCM and Protection Clusters.

3. Residents and Visitors

Residents are persons who have been registered by Camp Management as residing in the camp. Registered residents should enjoy freedom of movement with no discrimination based on age, gender, ethnicity, area of origin, family composition, or membership of a particular social group.

Children residents should only be allowed to move in and out of the camp accompanied by the responsible adult.

Procedures should be put in place so that registered camp residents can receive visitors in an organized manner. Procedures could include showing an official ID document, and being registered in a database in order for Camp Management to monitor the situation.

4. Humanitarian Actors

Camp Management must be aware of all organizations operating in the camp, and their movements should be facilitated in order to ensure timely delivery of humanitarian services and assistance. If organizations plan to start operating in the camp for the first time or would like to do a one-off intervention, Camp Management should be informed prior to commencing activities.

All operational agencies' staff entering the camp must have a valid identification badge with the logo of the agency, regardless of whether entering by vehicle or on foot.

5. Other

Camp Management is encouraged to establish specific procedures for access to the camp for contractors and delegations, including journalists/media.