

## **The Base Site Security Policy**

Our club is committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at the club.

Parent/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the clubs premises during the session. These messages will be reinforced both by the club and its staff. Safety and security procedures will be regularly reviewed by the Senior Play Worker in consultation with staff, Voluntary Management Committee and parent/carers.

Staff and any other authorised persons who are regular visitors to the club will be issued with either an identity badge or clearly identifiable clothing, which they are expected to wear at all times while on the clubs premises.

### **Supervision**

Children will not be left unsupervised at any time during activity sessions. In the event of staff shortages, available space will be restricted to ensure that children are adequately supervised, in accordance with the staff ratio provisions set out in the staffing policy.

The Senior Play Worker will ensure that no one enters the premises without the knowledge of a member of staff. All members of staff will be given the responsibility for observing and supervising security of the premises and exit points ( the gate by the Nursery) and being vigilant to parents arriving to pick up their children. When supervising children in School staff must ensure the door by the School Office is closed at all times.

### **Visitors**

Entrance to The Base Club is via the main School entrance. The School Office will escort The Base visitors across to The Base.

The club has a visitor's book, which is kept, in the main office area in which visitors must sign on arrival, alongside giving the following information:

- Their name
- The date and time of their arrival
- The reason for their visit
- Their expected departure time

Visitors to the club will not be left unsupervised with children at any time.

Staff have a duty to approach any visitor on the premises who have not signed in. They must introduce themselves and immediately establish who the visitor is and the reason for them being on the clubs premises. If the visitor has no suitable reason to be on the clubs premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephone immediately.

A record will be made of any such incidents in the incident record book and the Senior Play Worker will be notified immediately. The Senior Play Worker would also bring this to the attention of the School Headteacher.

**Signed** \_\_\_\_\_ **(Manager)** \_\_\_\_\_ **(Date)**

**Signed** \_\_\_\_\_ **(Chairperson)** \_\_\_\_\_ **(Date)**