



Essex After School Clubs

Site Security Policy

Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment

Site Security

Essex After School Clubs 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.

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the Club's premises during the session. These messages will be reinforced by both the Club and its staff. Safety and security procedures will be regularly reviewed by the Manager in consultation with staff and parents/carers.

Staff will be issued with an identity badge and clearly identifiable clothing, which they are expected to wear at all times while on the Club's 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.

The Manager will allocate responsibility to individual members of staff for observing and supervising the main entrance and exit points at the beginning and end of the session.

Visitors

The Club has a Visitors Book which is kept close to the main entrance in which visitors must sign on arrival, alongside giving the following information: *(EYFS Requirement: 3.62-Providers must take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.)*

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

Visitors will be asked to wear a visitors badge.

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 has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the Club's premises. If the visitor has no suitable reason to be on the Club's 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 telephoned immediately.

A record will be made of any such incidents in the Incident Record, and the Company Director will be immediately notified.