



## Site Security

**T-Club-6 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.**

Our club will keep the premises secure by keeping all doors and gates closed and locked. Our staff will control the access to and from the other school areas as necessary.

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 and the school premises Manager.

The Manager will notify OFSTED of any significant change that will affect the space and level of care available to the children.

The Manager will also inform OFSTED of any significant changes or events relating to the premises, for example, structural changes, removing fences or adding a pond.

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

The club will follow the Lock Down procedure if it is felt that there is a threat to the children within the school premises.

### Supervision

Children will be supervised at all times 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 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

It is our duty to safeguard and promote the safety of the children in our care and whilst Visitors are welcome, they are subject to the following controls. The Club has a Visitors Record which is kept close to the main entrance in which visitors must sign on arrival, also including the following information:

Their name.

The date and time of their arrival.

The reason for their visit.

Their 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 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 politely 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 Book, and the Manager will be immediately notified.

### **School Personnel and other third Parties**

Parents of Priory School children who are not attending the club will not be allowed access to indoor areas being used by the club whilst the club is in session. Occasionally the school has activities and personnel within the school premises in areas of close proximity to the areas hired by T-Club-6. The manager and staff will maintain the segregation to ensure school staff and children not attending the club are kept away from the clubs designated areas.

### **Collecting Children**

Parents of children attending the club will wait at the door for their child to be brought to them. If for any reason they need to come into the setting they will be treated in the same way as other visitors.