

8.2 Maintaining children's safety and security on premises

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- Whilst in our care, children are supervised at all times, by adults.
- Whenever children are on the premises at least two adults are present.
- Children are collected by a known parent/carer. We must be informed of any change of arrangement in advance and it should be recorded on our 'collecting children' sheet.
- The front door is supervised whilst children are leaving, but it is expected that the adult collecting the child from the Rainbow room, has assumed responsibility for that child once he has collected him/her.

Security

- Daily security checks are carried out before the session.
- A staff member supervises the front door ensuring the safe arrival and departure of children.
- Entrance from Church Porch is locked and alarmed from 9am to 1pm
- Front door has high handle and is bolted on inside from 9-30am to 12-15 (1pm on lunch club days)
- The arrival and departure times of adults –staff, volunteers and visitors – are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments. These visits are recorded in the Visitor book.
- We keep front doors and gates bolted or padlocked at all times.

- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.
- Anyone seen acting suspiciously, or in the vicinity of the Hall, will be challenged and if necessary, the Police will be called.