

**HIGH DOWN AFTER SCHOOL CLUB  
Down Road, Portishead, BS20 6DY**

**SECURITY POLICY and PROCEDURE**

As a team, in order to provide maximum security to all in the club, we have agreed the following:

**General Security/Premises**

We establish a safe environment by being aware of the activity of any parent/carers, school staff members and children who enter the building.

Entrance to the Club should only be through the main front doors.

All areas are accessible for pushchairs and wheelchairs alike.

Areas are available for staff and parents to talk confidentially.

All members of staff are expected to know the whereabouts of children at all times.

Children of Junior age **only** will be allowed to collect homework etc. from their classrooms with the explicit permission from the club manager/deputy. Their absence will be monitored.

No child should be left in the club play areas (indoor and outside) unless supervised by a permanent member of staff or their parent/carer.

All visitors except parents/carers dropping off or collecting children must sign the visitors book.

All children are accounted for on arrival and must be signed out on departure by parent/carer. Manager or Deputy will monitor this against daily register.

All areas are covered by risk assessments (*see separate file*).

**Administration**

Confidential information and records about staff and children are held securely and are only accessible and available to those who have a right or professional need to see them. We are aware of our responsibilities under the Data Protection Act 1998 and where relevant the Freedom of Information Act 2000.

All staff understand the need to protect the privacy of the children in our care.

No confidential information will be left unattended at any time.

Computer systems are password protected.

Passwords will only be given to relevant personnel.

### **Children**

All parents/carers will be required to sign out their child at the end of the session.

Parents should always notify staff if their child/ren are being collected by person/s other than themselves. In this instance the name and the relationship to the child will be required or a password could be used. A message can be left at any time, via the answerphone.

If the above has not been adhered to, the Manager/deputy will contact the parent/carers to confirm the arrangements and remind them of the correct procedure for collecting children.

If a child is not attending a pre-booked session, the club manager or deputy must be informed prior to the session.

For the children who are involved in social care, the After School Club will implement a care plan.

### **Staff**

At all times there will be two members of staff on duty.

No member of staff should be left alone if they feel threatened by a parent/carer/visitor, either by physical or verbal means.

If a member of staff is verbally or physically abused, the incident will be documented, dated and signed by the member of staff and all witnesses.

Depending on the severity of any abuse, the relevant agencies will be contacted.

If a member of the public is known to be violent or abusive, no member of staff should be left alone with them.

The last permanent member of staff in the building should ensure that all windows and doors are secure.

No visitor should be given information about a child without the parent/carers prior consent.

No confidential information should be given to telephone enquirers. If it is thought a legitimate enquiry has been made a name and telephone number will be requested to enable the Manager or Deputy to ring back.

During outdoor activities at least two permanent members of staff will be supervising at all times.

Reviewed May 2017