



## 17: Site Security

**We are 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 Jesters.**

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving Jesters during the session. These messages will be reinforced by both Jesters and its staff.

No child will be allowed to leave the premises with anyone other than their parents/carers unless prior notice has been given and a password set up.

Safety and security procedures will be regularly reviewed by the Club Manager in consultation with staff and parents/carers.

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

Access to Jesters is via a ramp from the car park. There are hand rails on both sides at 2 heights ensuring it is suitable for both adults and children. At the bottom of the ramp there is a gate with a latch on the car park side to ensure children can't get into the car park without a responsible adult. At the top of the ramp there is a buzzer entry system to gain entry into Jesters. The ramp is covered in anti-slip paint and is well maintained and monitored

### 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 (1:8 for under 8's).

All staff have responsibility for observing and ensuring that the main entrance and exit points are supervised at the beginning and end of the session.

### Visitors

Jesters has a Visitors Book which is kept close to the main entrance 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.

- Departure time.

Visitors to Jesters 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 premises. If the visitor has no suitable reason to be on the 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 Folder, and the Club Manager and Director will be immediately notified.

