



Security Policy

As our Club is based in school property, we are reliant upon the school to a degree: Security Alarm :

Perimeter fencing, Fire Alarm, School Entry System

1. Each Club will have its own doorbell so that staff are aware that parents/carers or visitors require entry. Only staff members are allowed to answer the door.
2. All visitors to the Club must sign in (this does not include parents/carers). Visitors must wear a badge so that children know they have a right to be there.
3. All children will be reminded periodically about stranger danger and staff will liaise with school staff with relation to 'grapevine messages'.
4. Doors to and from the Club will be kept closed.
5. All children attending must be on the daily register
6. All children **MUST** be signed out of the Club.
7. Parents must inform the Club as to who is most likely to collect their child (See registration form which must be completed before children join the Club).
8. If children are to be collected by someone other than the person expected, then the parent/carer must ring the club and give the name and the password that the person will use for identification purposes.
9. During Holiday Club the school gate should be closed and children playing outside **MUST** be supervised.
10. It is important that particular vigilance for the safety and security of the children should apply when off site visits are taking place. Please refer to the Visits Policy, Health and Safety Policy and Risk Assessment.

Reviewed April 2019