

SITE SECURITY

INCLUDING VISITORS AND INTRUDERS:

Round Hill school has the responsibility for the school site, but we have the highest regard for the safety of the children attending Roundabout. Therefore, 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.

Safety and security procedures will be regularly reviewed by the Management Committee, Manager and Deputy Manager, in consultation with staff, parents/carers and Round Hill School

Only the Manager / Deputy Manager and staff have knowledge of the door code for Round Hill School, therefore other Roundabout staff can only gain access to the school by either the office staff of Round Hill School or by our own staff at our side door.

Photos of all Roundabout staff are displayed near the entrance and they will wear a badge at all times.

In the mornings Roundabout children will be allowed to play in the playground until the school gates are about to be unlocked, at that time they will return to the dining room. At the afternoon sessions all doors will be kept closed until the school playground is empty and the school gates have been locked by Roundabout staff. There are two posters on our door, one on the outside asking all visitors to report to the Manager/ Deputy Manager and another on the inside requesting that no one opens the door for other people but allows the staff to answer the door.

We are aware that there may be a time when even with the best precautions put into place someone could enter the club, either through the school, the Pearson Centre or by being allowed in through our own door (Maybe by another parent/carer).

SUPERVISION:

At least two members of staff will be with the children at any time during a session. Adult – child ratio will be maintained at all times. In the event of staff shortages, available space will be restricted to ensure that children are adequately supervised.

In the afternoon when the children arrive at the club the Deputy Manager will observe the Fire Door leading into the school playground, at the opposite end of the corridor to Roundabout, whilst greeting the children and completing the daily register

VISITORS:

There is a poster on the outside of our door asking all visitors to report to the Manager / Deputy Manager.

The visitor will be asked to sign in and giving alongside the following information:

- Their name.
- The date and time of their arrival.
- The reason for their visit.

They will then be given a Visitor's badge which must be worn until they leave the premises.

On departure, they will be required to – sign out alongside their entry.

This information is recorded on the daily register for that day.

Visitors to the Club will not be left unsupervised with children at any time even if they have a DBS check from their own organisation.

INTRUDERS:

An Intruder is defined as anyone on the school site that is not wearing a valid badge nor have a valid reason to be there.

Staff, have a duty to approach any visitor in the Roundabout area they do not recognise or who has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being in the Club's area. If the visitor has no suitable reason to be on the Club's premises, then the Manager / Deputy Manager will be immediately notified. Two members of staff will ask the person to leave immediately and escort them from the premises. Whilst this is happening the person who reported the matter will inform the rest of our team so that the children can be kept as far away as possible. If the visitor/intruder repeatedly refuses to leave, then the police and Site Manager will be notified immediately.

If the children are playing outside and the staff feel uneasy at another person's present there or if they feel the children could be in danger in any way, the walkie talkies will be used to communicate with other staff inside the building to inform of the situation. Both the Manager/Deputy and one or two members of staff will then make their way to the playground. The problem will be dealt with or the Site Manager will be informed and the children will be led calmly back into the building if deemed necessary. The children will be safe inside the club and all the doors will be checked to make sure they are secure and the children will remain inside until the Manager or Deputy Manager feel it is safe for the children to go back outside.

A record will be made of any such incidents in the Incident Book and the Head Teacher and Site Manager and the Management Committee will be informed.

A review of our system will take place shortly after an incident to see if there are any amendments needed to this policy and our procedures.