



Whittlesford Out of School Club

SAFETY AND SECURITY POLICY.

Children's personal safety.

We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the DBS. We also check disqualification by association and get all staff members to declare they are not living with anyone who has criminal record.

Adults do not normally supervise children on their own.

All children are supervised by adults at all times.

Whenever children are on the premises at least two adults are present.

We carry out regular risk assessments.

When on outings all children wear high visibility jackets and a wristband with a contact number, there is a very good child-staff ratio with 1-6 being the maximum. A list of children and their responsible adult are circulated to staff and children are made aware before we leave Wosc as to who their grown up is that is responsible for them. A risk assessment would have been done prior to the outing.

Security.

Systems are in place for the safe arrival and departure of children.

We have a security key pad to our room which only safe members know and a buzzer on the outside door.

We have a padlock on the gate to prevent people entering the premises without a member of staff greeting them.

The times of the children's arrivals and departures are recorded.

The arrival and departure times of adults - volunteers and visitors - are recorded.

Our systems prevent children from leaving our premises unnoticed.

The personal possessions of staff and volunteers are securely stored during sessions.

This policy was adopted by: WHITTLESFORD OUT OF SCHOOL CLUB	Date: SEPTEMBER 2019
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