

# MARDEN PLAY SCHEME

## 12: Site Security

Our Play Scheme is committed to providing care 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 the Play Scheme.

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the Scheme's premises during the session.

These messages will be reinforced by both the Play Scheme and its staff.

The gate to the Play Scheme grounds will remain padlocked throughout each session.

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

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

### (1) 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.

The Manager will ensure that no one enters the premises without the knowledge of a member of staff. Individual members of staff will be given the responsibility for observing and supervising the entrance and exit point at the beginning and end of the session.

### (2) Visitors

The Play Scheme 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.
- Their expected departure time.

Visitors to the Play Scheme 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 Play Scheme's premises. If the visitor has no suitable reason to be on the Play Scheme's 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 Book (*Appendix 10*), and the Manager will be immediately notified.