

Dunkirk Fun Club Policies

Site Security

Our club is 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 the club.

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the club's premises during the session. These messages will be reinforced by both the club and its staff. 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 club will be issued with either an identity badge or clearly identifiable clothing, which they are expected to wear at all times while on the club's premises.

Supervision

Children will not be left unsupervised at any time during activity sessions or when visiting the toilet. In the event of staff shortages, available space will be restricted to ensure that children are adequately supervised, until such time that the staffing ratio returns to that set out in the Staffing policy.

Visitors

All visitors will sign in at the main school reception using the electronic system which will automatically print their visitors badge which clearly shows:

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

Visitors to the club will not be left unsupervised with children at any time.

The building is equipped with CCTV at the front door, along with a door-bell and intercom system. When Staff are viewing a person on the CCTV and are unsure as to their identity, they must speak to them on the intercom to establish who the visitor is and the reason for them being on the club's premises. If the visitor has no suitable reason to be on the club's premises, then they will be asked to move away from the front door. 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, and the manager will be immediately notified.

The Mobile Phone Use policy also applies to all visitors to the Club.

Date of review/update: 20.10.2019
By Linda Moualek

Next review date: October 2020