

D.P.S.

Out of School Club

**Security of the
Setting Policy**

Security Of the Setting Policy

Principle

DPS Out of School Club has a commitment to the children, families, staff and volunteers who are in our care/involved in our setting to ensure that safety is of utmost priority.

Policy

The setting has implemented this policy to ensure committee members and staff have the appropriate authority to exercise powers and carry out certain actions for which they are responsible. The management team can delegate particular powers to staff in the out of schools. This enables the efficient running of the setting.

The primary responsibilities and accountabilities in relation to ensuring the security of the setting are shared among:

- Committee members.
- Staff with delegated authority.

Procedure

There are various elements within this procedure and these have been laid out to ensure that appropriate measures are in place, these include:

Access to the building

DPS Out of School Club will not allow access to the building to anyone who is unknown to the staff in the setting. The setting will use the FOB operated door locks as installed by the primary school. Each staff member has their own FOB and ID badge that they must wear and use to gain access in or out of the main exits.

If the setting has pre-arranged visitors, all staff will be made aware of their attendance at the setting. The visitors will be asked to sign in and out using the contactless sign system at reception.

Collections

Children's personal files will specifically detail parent/carer and emergency contact details. If there is a special circumstance where someone is not detailed on the registration for, but is collecting a child, written or verbal parental consent must be provided.

At all times it must be adhered to that all external doors, exits and gates are locked and can only be opened from the inside by an adult during session times.

Garden security

Staff will follow the risk assessment procedure and ensure that all maintenance issues are followed up as they occur to ensure security at all times, eg if the latch on

the front gate is broken and this gate leads to the main road from the outdoor play area.

At all times it must be adhered to that all external doors, exits and gates are locked and can only be opened from the inside by an adult during session times.

Building security

The management team of DPS Out of School Club has assigned responsibility for building security to the person in charge and keyholders of the building.

Staff are responsible for ensuring that at the beginning and end of each day staff should check that all doors and windows are closed and locked as appropriate and record this on the appropriate form.

All staff must adhere to the beginning and end of day procedures.

CCTV

CCTV equipment is installed for the security of the premises, staff/volunteers, children and families who use our setting. Cameras are installed outside and monitor the main entry/exit points. Outdoor playgrounds are also monitored. A camera has been installed in the kitchen area of the afterschools. However this is in operation to support 1 to 1 group sessions during the school day and not during the afterschool session.

Information security

The person in charge will ensure that all documentation and personal files are stored in locked cupboards/filing cabinets.

The management team will also maintain a separate lockable storage unit for documentation of meetings and 1-2-1/appraisal reports.

Lost keys

The management team must be made aware if staff lose the keys to the building, lost ID badges or access FOBs.

Links with other policies:

Data Protection Policy
Safeguarding / Child Protection Policy

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: *D. Thompson*
(on behalf of the management team)

Position:

Date: *November 2020*

Reviewed on:

Date: Signed:

Date: Signed:

Date: Signed: