

## 14: Site Security

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**Kidz Enterprise 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 Kidz Enterprise.**

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

These messages will be reinforced by both Kidz Enterprise and its staff.

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

The manager will notify OFSTED of any change that will affect the space and level of care available to the children.

The manager will also inform OFSTED of any significant changes or events relating to the premises, for example, structural changes, removing fences or adding a pond.

Staff and any other authorised persons who are regular visitors to Kidz Enterprise will be issued with either an identity badge, which they are expected to wear them at all times while on Kidz Enterprise's premises.

### Supervision

Children will be supervised at all times 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 main entrance and exit points at the beginning and end of the session.

### Visitors

Visitors are welcome. It is our duty to safeguard and promote the safety of the children in our care. Kidz Enterprise has a Visitors Book which is kept close to the main entrance in which visitors must sign on arrival, also including the following information:

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

Visitors to Kidz Enterprise will be expected to wear an identity visitors badge and 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 Kidz Enterprise's premises. If the visitor has

no suitable reason to be on Kidz Enterprise's premises, then they will be asked to politely 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 on the Safeguarding Children Incident Form, and the manager will be immediately notified.

Updated By: Derek Beesley (Director of Childcare) Date: 6<sup>th</sup> March 2016

Signature: *D. Beesley*

