



## **Ecclesall Kids Club**

### **6.5 Security Against Intruders Policy**

Our aim at Ecclesall Kids Club is to make sure that our setting is always safe and secure this ensures that all our children are safe and cared for whilst attending the club. All our staff are aware that maintaining the safety of the children and themselves is priority.

This policy is to inform staff, parents and carers of the procedures we take in the event of an intruder on the premises. An intruder is someone who has not followed the visitor procedure and may be a hazard to the club.

#### **Children's safety**

- The main entrance is manned by a staff member at all times. This staff member has with them the visitors book and has the club phone. The staff member will have a walkie talkie which allows them to communicate with every other staff member in the building.
- Door to the playground is manned by a staff member and children are recorded as being outside.
- All our staff have DBS checks regularly.
- Children are always supervised by adults
- No lone working, no member of staff is out of visual contact from another member of staff at any time.
- At least two members of staff are always on the premises when children are present.
- We carry out risk assessments to ensure our children are safe whilst participating in the activities offered by the club.

#### **Security Measures**

- Systems are in place for the safe arrival and departure of children.
- The times of the children's/staffs arrival and departures are recorded using magicbooking (children) and signing in sheets (staff)
- Staff photographs are displayed on the website and on a notice board by the main entrance.
- All visitors are greeted and asked to provide identification and are signed in the visitor's book on arrival and signed out on departure. They are also given a visitors badge to wear whilst on the premises and this is handed back when they sign out.
- The main entrance door to the club is only opened by a staff member.
- The main school door is fob operated.
- Staff are aware of a code phrase to use in case of emergencies to ensure the safety of the children.
- Staff are identifiable by their green staff lanyards.

## **Procedure**

A lockdown will be initiated by a recognisable agreed keyword/phrase via the walkie talkies.

Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them.

In the instance an emergency lockdown is required we will follow the **CLOSE** Procedure.

**Close** all windows and doors.

**Lock up.**

**Out of sight** and minimise movement.

**Stay silent** and avoid drawing any attention.

**Endure.** Be aware that you may be in Lockdown for some time.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

- On hearing the lock down signal the Play Manager and/or Deputy will call for assistance using 999.
- Staff will close the dining room windows, lock the front dining room door and the tech corridor door to outside.

### **In the setting:**

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to guide all children into the designated safe space from wherever they may be. Staff to secure all windows and doors. Instruct children where to sit in the room and keep them calm. If anyone is outside, call them in. Collect medical box, register & mobile phone.
2. Do a head count immediately & call register.
3. Supervise, ensuring everyone remains out of sight and are sitting quietly.
4. No one should be allowed out of the room or safe space during a lockdown procedure.
5. Remain in lockdown until the all-clear has been given by the police

Please also see the following policies – 5.5 Visitors Policy, 6.2 Fire Safety and Emergency Evacuation Policy.

This policy was adopted by: Ecclesall Kids Club	Date: 17/06/22
Reviewed:	Signed: Ecclesall Kids Club Committee

