



Culham After School Club

Policies and Procedures

Site Security

Culham After School Club is committed to providing care and play for children in a safe and secure environment.

Our Club is located in the beautiful grounds of the European and Europa School UK. Due to the size and openness of this area neither schools are able to completely control access to the grounds. We are aware this could pose a risk to children and as such when policies and procedures are drawn up this information is taken into consideration. The Owner ensures that the club has procedures in place that allow staff to control access to the club house and areas where children play while in our care. 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 Owner, in consultation with staff and parents/carers.

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 staff ratios set out in the Staffing Policy.

The Playleader will ensure that children and staff register on arrival and departure from the Club.

Visitors

The Club has a Visitors' Book, which visitors must sign on arrival and departure, as well as giving the following information:

- Their name.
- Signature
- The date and time of their arrival.
- Organisation the person represents (or reason for visit)
- Their departure time.
- Their signature on leaving.

Visitors to the Club 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 Club's premises. If the visitor has no suitable reason to



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be on the Club's premises, they will be asked to leave immediately and escorted from the premises. If the visitor 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 Owner will be immediately notified.

Ofsted will be informed of any significant changes or events.

Reviewed May 2014



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