



### 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 locked, unless a visitor/parent is at the door.
- The main entrance is usually manned by at least 1 staff member. On the front desk we have, the visitors book, visitor badges and the club phone. The staff member will also have a walkie talkie which allows them to communicate with every other staff member in the building.
- The 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.
- Children's/staffs arrival and departures are recorded using our registers via our booking system on magic booking (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. A visitor will not be left alone with the children.
- The main entrance door to the club is only opened by a staff member.
- The main school door is fob operated along with other school doors to the outside.



- Staff are aware of a code word to use in case of emergencies to ensure the safety of the children.
- Staff are identifiable by their green staff lanyards and kids club badges.

### **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.

**C**lose all windows/blinds and doors.

**L**ock up.

**O**ut of sight and minimise movement.

**S**tay silent and avoid drawing any attention.

**E**ndure. 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:

#### **In the setting:**

Upon hearing the Lockdown signal:

1. Staff will remain calm and reassure the children.
2. The duty manager will call for assistance using 999.
3. Staff to guide all children into the designated safe space, this will vary depending on the individual lockdown circumstance.
4. Staff to secure all windows/blinds and doors. Instruct children where to sit in the room and keep them calm. If anyone is outside, call them in. Collect medication, first aid kit, registers & club phone if safe to do so.
5. Do a head count immediately & call register.
6. Supervise, ensuring everyone remains out of sight and are sitting quietly.
7. No one should be allowed out of the room or safe space during a lockdown procedure.
8. Remain in lockdown until the all-clear has been given by the police

This policy was adopted by: Ecclesall Kids Club	Date: 17/06/22
Reviewed: 30/4/26	Signed: Ecclesall Kids Club Committee