

## **Site Security Procedure**

Munchkids 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 the club.

### **Supervision**

Children will not be left unsupervised at any time during activity sessions.

The manager will allocate responsibility to individual members of staff for observing and supervising the main entrance and exit points at the beginning and end of the session.

### **Visitors**

Munchkids have a visitor's book which is kept close to the main entrance in which visitors must sign on arrival alongside giving the following information:

- Their name
- The date and time of their arrival
- Their departure time

Visitors at 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. If the visitor has no suitable reason for them being on the club premises, then they will be asked 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 in the Incident Record Book, and the Manager will be immediately notified.

Agreed by Committee

William Allen – Chairman MASC

December 2006