

Site Security Policy

Jimmy Grimboll's 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.

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 Management Team in consultation with staff and parents / carers.

Staff and any other authorised persons who are regular visitors to the Club will be made known to the children and other members of staff. All Staff at Jimmy Grimboll's will also wear clearly displayed name badges whilst on the premises, or on outings with the children.

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 the staff ratio provisions set out in the Staffing policy.

The Management Team will allocate responsibility to individual members of staff for observing and supervising the arrival and departure of children at the beginning and end of each session.

Visitors:

Venture Trails Ltd

The Club will have its own Visitors book which is located in the Snack Room which visitors must sign on arrival, including any workmen etc who are entering the premises. Each visitor will also be provided with a Visitors badge.

Visitors to the club must 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 be on the Club's 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 Management Team will be immediately notified.