

Richmond Hillbillies Policies and Procedures 2020/2021

Richmond



Hillbillies

Security

Hillbillies is committed to providing 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 the children.

Parent/carers are asked to make their children aware of the importance of keeping themselves safe and the potential dangers of leaving the club or the playcarers charge. These messages are reinforced by the playcarers.

Staff are issued with Hillbillies/ Richmond Hill Primary Academy badges which they are expected to wear at all times while working at Hillbillies.

Children are supervised and will remain within sight or sound of playcarers. The Ofsted ratio of a maximum of 1 staff to 8 children is adhered to. There is a minimum of 2 qualified staff at any time. Contingency plans are used in the case of staff illness or emergencies. (see risk assessment)

Entrance doors will be secured by a keyboard lock and the entrance will be monitored. Children in the care of Hillbillies are not allowed to open the external doors and Parents are requested to support us in this.

All visitors are required to sign in the club's visitor's book and show identification unless known to staff. Visitors will not be left unsupervised at any time.

Parent/carers are requested not to let anyone else in when they are entering or leaving the premises.

Playcarers have a duty to challenge any person on the premises or wishing to enter the premises. The playcarer will enquire immediately who the person is and the reason for them being on the premises or for wishing to enter the premises. The person will not be allowed to enter until we are sure that they have a legitimate reason to do so. Identification is to be requested. If there is no legitimate or acceptable reason for them to be on the premises they must be asked to leave and escorted from the premises. If they refuse to leave the police must be called. The club evacuation procedure is to be carried out if deemed appropriate for the safety of children and staff.

When playing outside in the playground the staff will be vigilant to any potentially suspicious persons or behavior in and around the area. If staff have any concerns the children will be immediately escorted back inside the building.

A record of any incidents is recorded in the club incident book.