

Security Policy

Principle

Rainbow Stop Playgroup has a commitment to the children, families, staff and volunteers who are in our care/involved in our setting to ensure that safety is of the utmost priority.

Policy

The setting has implemented this policy to ensure committee members and staff have the appropriate authority to exercise powers and carry out certain actions for which they are responsible. The management committee can delegate powers to staff in the playgroup; this enables the efficient running of the setting.

The primary responsibilities and accountabilities in relation to ensuring the security of the setting are shared among:

- Committee members
- Staff with delegated authority.

Procedure

There are various elements within this procedure and these have been laid out to ensure that appropriate measures are in place. These include:

- Answering the door
 - Rainbow Stop Playgroup will not allow access to anyone who is unknown to the staff in the setting. The setting will use a doorbell/speaker system to have control over this.
 - If the setting has prearranged visitors, all staff will be made aware of this. The visitor will be asked to sign in and out using the visitor's book in the main entrance hall.
 - Children's personal files will specifically detail parent/carer and emergency contact details.
 - If there is a special circumstance where someone who is not on the register is collecting a child the leader must be made aware of this prior to the collection of the child.
 - At all times it must be adhered to that all external doors, exits and gates are locked and can only be opened from the inside by an adult during session times.
- Garden Security
 - Staff will follow risk assessment procedure and ensure that all maintenance issues are followed up as they occur to ensure security at all times.
- Building Security.

- The management committee of Rainbow Stop Playgroup has assigned responsibility for building security to the leader.
- Staff are responsible for ensuring that at the beginning and end of each day doors are checked and windows are closed and locked as appropriate.
- All staff must adhere to the beginning and end of day procedures.

- Information Security
 - The leader will ensure all documentation and personal files are stored in locked cupboards or filing cabinets.

- Lost Keys
 - The management team must be made aware if staff loses keys to the building. This will result in locks being changed.

Signed:

Position:

Date: