



St George & St Teresa Catholic Primary School



Mill Lane, Bentley Heath, Solihull, West Midlands, B93 8PA.



**Dragons Extended Day Care
Manager Mrs R Packwood**
Email dragons@stgandt.solihull.sch.uk
Telephone: 07770 733365

Faith
We live it,
Love it
And learn it.

Site Security

In our Wraparound and Before and After School Provision, robust safeguarding procedures are in place from the moment children arrive to the moment they are handed over to school staff or parents. We are committed to providing outstanding care, and play and learning opportunities for children in a safe and secure environment. Our staff have an individual and collective responsibility to ensure the safety of children and are always alert to the possibility that children can go missing. Therefore, in addition to the procedures set out in our Arrivals and Departures and Missing Children Policies, we have a range of strategies in place to minimise the risk of this happening during sessions.

Premises

- St George and St Teresa School site is monitored by CCTV cameras at all times.
- All members of staff sign into the inventory system on arrival and wear identity badges whilst on the premises.
- The gated entrance to the Dragons building is operated by staff using a buzzer entry system once they have identified the caller.
- Parents and carers use the coded keypad when exiting the premises.
- The main door to the Dragons building is kept locked at all times. The door handle/lock is located in a high position out of the reach of our youngest children.
- Children are not allowed to operate the door handle/lock at any time. To ensure this message is consistent, this also applies when they are leaving the building with their parents/carers, whom we ask to support us with this guidance.

Involving children

- Staff regularly discuss the importance of Staying Safe with children and remind them of the safe boundaries within the Dragons premises. Parents/carers are encouraged to talk to their children about how to Stay Safe.



Supervision

- In the event of staff shortages, available space will be restricted to ensure that children are supervised in accordance with the staff ratio provisions set out in the Staffing Policy.
- Registers are completed at the beginning of the session and checked at key points throughout the sessions.
- During times of transition, between school buildings and the Dragons building, a designated member of staff will supervise outer doors to ensure children arrive at their destination safely.
- Staff are responsible for carrying out head counts whenever children are moving from one area of the site to another.
- A member of staff supervises children whenever they are separated into groups to access a range of activities.
- Staff use Walkie-Talkies to communicate with one another across the site.
- Children that are booked into on site extra-curricular activity clubs, are visited by Dragons staff to ensure they are in attendance.
- At the end of the session, a member of staff will hand over children to parents/carers.
- Children must only be collected from the main entrance to Dragons. Parents/carers are not authorised to access the school buildings or playground when collecting children from Dragons sessions.

Visitors

All visitors to the Wraparound and Before and After School Provision must report to the main school office and sign into the inventory system, providing the following information:

- Name
- Date and time of their arrival
- Name of the person they are visiting
- The reason for their visit
- The organisation they represent
- Their agreement not to use a mobile phone on the premises

Visitors will be provided with a badge and lanyard, which must be worn at all times throughout their visit. They will be escorted by the person they are visiting and will not at any time, be left unsupervised with children.

Unauthorised visitors

Staff have a duty to approach any visitor on the premises who is not displaying a visitors badge. They will introduce themselves and immediately establish who the visitor is and the reason for them being on the premises. If the visitor has no suitable reason to be on the premises, then they will be asked to leave immediately and escorted from the premises. If the visitor refuses to leave staff will immediately contact the police.

Staff will notify the Manager of any incidents involving unauthorised visitors and all incidents will be recorded.

Safety and security procedures will be regularly reviewed by the Manager in consultation with staff and parents/carers.

Policy updated	November 2020
Mrs R Packwood	Manager of Extended Day Care
Ratified by Governors	November 2020