



# The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

**DP 1.01a** Page 1 of 1  
Safeguarding - security  
Policy reviewed 7<sup>th</sup>  
August 2018

## SAFEGUARDING SECURITY

As part of our Safeguarding procedures security is extremely important at the Dell. Children arriving unaccompanied by parent or guardian do not become the Dell's responsibility until they have made the Manager or senior staff aware of their arrival.

- 1 All children are checked against the Clubs' daily register on arrival.
- 2 Children under 7 years of age are collected by 2 members of staff and are escorted from the classroom to the Club. If children who are expected to attend are not in the class room staff seek advice from the class teacher (e.g. reported illness). If s/he is not aware of the child's absence from school/Dell the club leader will contact the parent / guardian for information.
- 3 Children from Year 3 and above may make their way to the Club because it is within the same complex as their classroom. If children who are expected to attend do not arrive at the club checks are made with the class teacher. If no information is found the club leader contacts the parent / guardian.
- 4 No child is allowed to leave the Dell with a person other than its usual carer(s) without permission from its parent/guardian/carer, either in writing, on the phone or in person to the Manager or club leader.
- 5 If somebody different is collecting the child, the parent/carer is asked for an oral description of the person and who they are in relation to the child. A password is agreed. When they arrive, the person collecting is asked for the password and the child is asked who the person is. They then sign the child out.
- 6 If somebody comes to collect the child is unknown to the Dell and no information has been given by parents / guardians they are challenged. If their name is not on the Child's registration form as a person to collect the child the parent is contacted. The child is not allowed to leave without parental consent.
- 7 All visitors must sign the visitor's book - visitors are not left unsupervised with any of the children in our care.
- 8 All trades people or professionals must make a prior appointment before calling and are always asked for identity cards for proof of identification. Trades people are normally an approved HCC in line with the school policy on school premises.

Any strangers on site are challenged and identification is requested. If they are unable to provide identification, the visitor is checked with the School Head / Caretaker and if necessary asked to leave. Police will be contacted for assistance as necessary.

Children are advised about security as part of play and care activities and lockdown procedures are covered as part of our Fire and Evacuation policy.

Approved by:

Co-ordinator

Chair

Review Date:

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*We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.*



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