



**Ofsted**  
Outstanding 2022



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## **SITE SECURITY POLICY/PROCEDURE**

The parachute club provides care for children in a safe and secure environment. All staff has an individual responsibility to ensure safety and security of all children.

Staff should ensure all children are signed in and out of the premises and ensure all visitors are signed in. Any persons entering the premises without reason will be asked to leave and the police will be telephoned immediately.

Children should not be left un-supervised any time while on the clubs premises.

Doors should be safe and secure at all times.

Parents and visitors **MUST** report to the manager and deputy in charge on arrival. Visitors **MUST** sign in.

Parents **MUST** always make sure that they have signed in for their children on arrival and departure.

There is a structure in place to ensure all children understand the club rules

It is the responsibility for all staff to ensure all the gates are locked, before children play out.

Updated and Reviewed : 20/02/2008, 5/6/09, 17/1/11, Jan 2013, 04/04/2015, July 2018

**POLICIES AND PROCEDURES – FILE 2 – SECTION 3 – HEALTH AND SAFETY**