

Security Policy

Policy Written by – Mrs Leah Cardey

Date originally written – 10.06.16

Reviewed – 02.06.17

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**Security Policy**

*To be read in conjunction with our other policies and procedures.*

Dream Catchers Childcare LTD is committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

• No child will be left unsupervised in the club at any time.

* The setting will be properly locked and key out of reach of all children and a lock will be put on the top gate when the children are playing outside.

• Staff / child ratios will be appropriate and will depend on the children attending, the level of qualified staff working and whether any children require one to one support.

• Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided and prior appointments should be made were possible.

• Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.

• Entrance to the club will be monitored to ensure security at all times. Children will be signed in and out of the club.

• Parental/carer consent will be sought for the use of videos and photographs for promotional usage.