

# Fun 4U Club

## 30 Security of the Setting Policy

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### **Policy**

We aim to provide a safe, secure, stimulating and caring environment that is welcoming to all who enter.

### **Procedure**

- Security locks will be fitted to all front doors which require a pass code known ONLY to staff.
- Fire exit doors will have no external handles which will allow access by others.
- Children are NOT to be given access to their records in the facility.
- Parents may view their own child's records only.
- Written consent of authority for adult to collect a child will be checked at all times.
- Unknown adults or unauthorized adults are NEVER to be given access to the premises, phone said child's legal guardian for verification and then management immediately.
- Should a disruption occur at the door keep it closed and phone the police immediately. Inform management of you decision. Record all security breaches or attempted breeches.

We are committed to providing the highest standard of care in a homely atmosphere whilst actively Promoting equal opportunities and continuing to provide effective play opportunities for all the children. We are committed to providing a high level of care and therefore seek to recruit well qualified members of staff with a compassionate and caring outlook. We pride ourselves in ensuring staff will be offered a full and varied program of training opportunities which will benefit staff, children and parents within the setting.