**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS FORD, HAMPSHIRE, SO53 4HW**

 **STAFF SECURITY PROCEDURES**

1. **When outside, all staff will be vigilant checking fence and boundaries for strangers.**
2. **When in the school hall, all staff will challenge any stranger entering the hall or reception especially if the club are the only people in the building.**
3. **When in the kitchen, staff will challenge any stranger or person not recognised by them.**
4. **When children are on the top playground, staff to be observant as to any strangers lingering on the outside footpath, and ensure children do not talk to them. Staff will challenge any stranger that comes into the playground.**
5. **If the staff are not happy with any of the above situations, the KKC Manager/Deputy should be called to challenge the stranger. The Head Teacher should also be called if required and is on site and she will make the decision as to whether to call the police.**
6. **The staff will lead the children to a place of safety within the school.**
7. **The KKC Manager/Deputy will write an incident report for the records and present a copy to the KKC Committee.**
8. **The children will never be left unsupervised outside or inside, staff will always be present and vigilant.**

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**Policy Start Date …………………………………………… 1st September 2000**

**Policy Reviewed Date ………………………………….. 14th August 2015**

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