

24. Suitable Premises and Security Policy & Procedure

24.1 Statement

Wyke Community and Children's Centre take the safety of our employees, visitors and service users who attend our Centre as a high priority. We have a number of strict systems and procedures in place to enable a safe, secure and suitable environment for everyone in our Centre.

24.2 Implementation & Procedure

Visitors

We will ensure that:

- All visitors sign in and out and are appropriately identified with a visitor pass.
- All visitors are aware of our housekeeping guidance and ground rules.

Supervision of Children

We will ensure that:

- Children are never left unsupervised during sessions or activities that take place at our Centre or an alternative setting that is being used to deliver our services.

Safe Premises

We will ensure that:

- Health and Safety Policy guidelines are followed by all employees.
- Our premises are cleaned regularly and that activity resources are put away (if appropriate) after each session.
- Rooms are an appropriate size for the work activity being delivered.
- The premises will be maintained at a comfortable temperature.
- Appropriate risk assessments are carried out before each session.

Employees, parents and carers adhere to the 'Child Pick up Pass System' Procedure (available in the Policies & Procedures File in Nursery, Fun-Care, Main Office, Staff Room and as an appendix in the Policies & Procedures Handbook for Employees).

Equal Opportunities

We will ensure that:

- We take every possible step to ensure that employees, visitors and service users have equal access to our Centre. Access to our premises will not be a barrier to any child or adult wishing to participate in life and work at our Centre.
- We will work with parents and carers of children with special needs and disabilities to ensure that the best equipment and facilities are provided for them.

24.3 Roles and Responsibilities

All employees have a responsibility for ensuring that this Policy is implemented, that there work are is kept clean and tidy and fit for purpose and that service users are supported to use the visitor and child pick up pass system.