**19: Site Security**

Willows are committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at their setting.

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the setting’s premises during the session. These messages will be reinforced by both the setting and its staff.

Safety and security procedures will be regularly reviewed by the Proprietor and the managers of the settings, in consultation with other staff members and parents/carers.

The directors will notify Ofsted of any change that will affect the space and level of care available to children. The directors will also inform Ofsted of any significant changes or events relating to the premises, for example, structural changes, removing fences or adding a pond.

Staff and any other authorised persons who regularly visit the premises, will be issued either an identity badge or clearly identifiable clothing which they are expected to wear at all times while on the premises.

**Supervision**

Children will be supervised at all times during activity sessions. In the event of staff shortages, available space will be restricted to ensure that children are adequately supervised, in accordance with the staff ration provisions set out in the **Staffing Policy**.

The manager of Willows will ensure that no one enters the premises without the knowledge of a member of staff. Individual staff members will be given the responsibility for observing and supervising the main entrance and exit points at the beginning and end of each session.

**Visitors**

Visitors are welcome. It is our duty to safeguard and promote the safety of the children in our care. Each of our settings have a visitors book which is kept close to the main entrance in which visitors must sign on arrival. All visitors will also be issued with a label which they must wear at all times whilst on the premises, the label clearly identifies that they are a temporary visitor to Willows.

A visitor’s entry in the visitors book must include the following information:

* Their name
* The date and time of their arrival
* The reason for their visit
* Their expected departure time

Visitors to the settings will not be left unsupervised with children at any time.

No entry to willows will be permitted if the person is not known to the staff members. Willows has a CCTV system in place, spy hole and door chain to prevent any unauthorised entry.

Staff have a duty to approach any visitor on the premises who has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the premises. If the visitor has no suitable reason to be on the premises, then they will be asked politely to leave immediately and be escorted form the premises.

If the visitor repeatedly refuses to leave, the police will be called immediately.

A record will be made of any such incident in the Incident Record Book and the directors and the manager will be notified immediately.