

The Bosco Centre	
Policy:	Premises and Security policy and procedure
Applies to:	College, Independent school, Nursery and Youth clubs
Reviewed:	October 2018
Next Review:	October 2019

Statement

At Bosco our staff are committed to providing a safe and secure environment for children, young people, parent/carers, staff, students and visitors.

The safety of our children, students, staff, parents/carers, visitors and the security of our premises is paramount and to ensure that we have premises that are secure at all times we have effective procedures in place.

Staff

- All staff/students must sign in / out (staff only) of the registers each day at the main reception.
- Staff must complete their class attendance registers (electronically) each day throughout the day, recording the students' time if late.
- Staff are not permitted to allow visitors who do not have pre-booked visits or show a form of ID, to enter the nursery, clubs and centre.
- Nursery Staff only are permitted to answer the nursery main entrance security intercom gate and to escort parents and children off the premises via the same gate.
- Only Club staff members are permitted to answer the door to children, parent/carers at the main reception and to escort children with their parent/carers off the premises via the same exit.

For further information on security in the Nursery, see their policy

Visitors

- All visitors must sign in and out of the visitors' book at the main reception.
- Visitors to the Centre will be greeted by the receptionist who will telephone the relevant person of their arrival and arrange for someone to meet them.
- All visitors are requested to wear a Bosco visitors badge, which must be visible at all times
- Visitors must always be accompanied by a member of staff.
- Visitors are never left unattended within the nursery setting, college, clubs or with the children / young people.

For indoor and outdoor security arrangements in the Nursery see their Policy

CCTV and alarm system

- CCTV monitors are located around the Centre and are checked annually or when necessary by an authorised company
- An alarm system is in place for the Centre, checked annually, or when necessary by an authorised Company.
- The alarm system is set each evening in appropriate areas by the Principal
- The Centre's Principal is the main keyholder and a member of the Trustee Body holds a second key.

January 2015 Update

- Installation of electronic gates for vehicle entry
- Installation of gate by parish club (kept locked) prevents people from cutting through College grounds
- Installation of electronic gate for the Nursery entrance facing King Stairs Gardens.

Fire Risk Assessments

Fire Risk assessments are carried out every six months and are reviewed annually.

We comply with Southwark and Ofsted guidance with our security both indoors and outdoors. We want our children, students, parents/carers, staff and everyone who uses the Bosco Centre, to feel safe and secure during their stay with us