

Security Policy



NAP Club Room

- Doors to school hall to be kept closed when not in use.
- Only permanent NAP Club staff will be given access to personal files.
- All confidential information to be kept in filing cabinet which should be locked when not in use. Keys to filing cabinet to be kept in agreed place.
- Computer systems are password protected.
- All passwords should be given to relevant personnel.

General Security

- Entrance to NAP Club for staff, visitors, parents, and children should be through the school side gate, by ringing the bell for attention.
- All gates to be locked at all times.
- No child should be left in play areas, unless supervised by a permanent member of staff or their parents/carers.
- Doors to be kept closed at all times unless supervised by a permanent member of staff.
- ALL visitors except parent/carers dropping or collecting children must sign the visitor's book.

Staff

- No member of staff should be left alone if they feel threatened by a parent/carer/visitor/child either by physical or verbal means. If a member of staff is verbally or physically abused the incident will be documented, dated and signed by the member of staff and all witnesses. This information will then be passed on to the management committee.

Arrival and Departure Procedures for Children

- All children must be signed in on arrival by a member of staff and signed out by parent/carer on departure. Breakfast club signed in by a member of staff and signed out by member of staff.
- Children attending pre-school after attending breakfast club will be signed in and out by a member of NAP Club staff and will be escorted to pre-school
- Children to arrive to Afterschool Club via the internal school corridor.
- It is the parent's responsibility to inform NAP Club if their child is unable to attend any particular session.

Date to be reviewed: May 2025

Date amended: May 2024

Date signed off: May 2024

Signed: Jools Granville

Signed: Kathleen Williams