



## WOOSC Site Security Policy

### Purpose

To ensure the safety and security of all children, staff, and visitors during WOOSC sessions by maintaining controlled access to the premises and safeguarding all entry points.

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### Scope

This policy applies to all WOOSC staff, volunteers, parents/carers, and any authorised visitors during after-school club hours.

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### Security Procedures

#### 1. Site Access and Entrances

- All **school entrances** must be **secured at the start of each WOOSC session**.
- The **main school entrance** will be used for parent/carer access and must remain **locked at all times**, except during controlled entry or exit.
- Staff must **visually verify the identity of visitors** through the glass panel before allowing entry or exit. If the visitor is not permitted to collect children from WOOSC then appropriate action should be taken by the staff member.
- Parents/Carers **must remain in the main school reception** and staff will bring children from the hall to reception for exit.
- The side gate entrance/exit will only be used in emergencies. Staff will not allow entry/exit for routine arrivals or departures.

#### 2. Visitor Identification and Entry

- Only **permitted visitors** (i.e. parents, carers, and authorised individuals listed on the child's collection form) are allowed entry.
- Staff must:
  - Check the visitor's identity visually through the main school doors.
  - Confirm the visitor is on the **approved collection list**.
  - **Never open the doors** to unknown or unauthorised individuals.
- If identity cannot be confirmed, the visitor must be asked to wait in reception while staff contact the child's parent/carer or the designated safeguarding lead.

#### 3. Unauthorised Visitors

- If a staff member identifies a **visitor on site who has entered the WOOSC area through a non-designated access point** (i.e. not via the main school entrance):



- The staff member must **immediately and politely challenge the individual** to establish their identity and purpose.
- If the visitor is not associated with WOOSC, they must be **escorted to the correct area of the school** or **asked to leave the premises**.
- If the visitor refuses to comply or causes concern, staff must **alert the manager in charge and available school staff** immediately.
- A report of the incident should be written and submitted to the WOOSC manager.

#### 4. Staff Responsibilities

- A designated staff member is responsible for:
  - **Checking them main school entrance and side gate are locked** at the start of each session.
  - Ensuring the **mirror is clean and unobstructed** for visibility.
  - **Liaising with school staff** to ensure windows and doors of classrooms are closed when leaving the building.
- **The first member of school staff and the last to leave** must advise WOOSC staff on arrival and when leaving the building at the end of the day.
- **All school staff** must ensure that windows and doors are secure when leaving the building at the end of the day.
- All staff must be familiar with the **collection procedures** and **emergency contact protocols**.

#### 5. Emergency Situations

- In case of an emergency requiring evacuation, gates and entrances may be unlocked temporarily under staff supervision.
- Staff must ensure children are accounted for and escorted to the designated safe area.

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#### Policy Review

This policy will be reviewed **annually** or sooner if there are changes to the site layout, staffing, or safeguarding procedures.