

13 - SECURITY

Let Us Play Scheme

(Play Scheme for children with profound and multiple learning difficulties)

Registered Charity No 1072059

Date of Policy Issued/Review	31 July 2025
Name of Chairperson	Juliet Cheriton-Gerard
Signature of Chairperson	
Management Committee Name	Victoria Ashton
Management Committee Signature	
Review date	30 July 2026

POLICY STATEMENT

Let Us Play Scheme (LUPS) aims to provide a safe and secure environment for the pupils and all members of our playscheme community. Security will be risk assessed and reviewed annually or where there is a change or incident. Security will be monitored by the Management Team and advice sought from partners in particular St Francis / Heathfield School. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

BUILDING SECURITY

See Safety Policy

The building will be unlocked each morning at 9am by the Site Manager, Playscheme Manager, or a member of the Senior Management Team.

The building will be locked by the Playscheme Manager or member of the Senior Committee Team nominated by 4pm unless otherwise stated. They will be trained in unlocking and locking procedures, and the security alarm system.

The building are covered by an intruder alarm system. Staff trained in unlocking/locking procedures will know the security code. The system will be serviced and regularly tested by the alarming company.

The Playscheme Manager is responsible for keys to the building. Allocated keys will be recorded. Other school keys will be stored in the key box or will be available in designated places.

Security patrols are provided at weekends and during holiday periods through an external contractor. Reports of any incidents are sent to the school. The contractor is the first named contact if the alarm is triggered. The Site Manager or nominated member of the LUPS Senior Management Team must wait for the contractor or police if called to the site before entering the building.

Buildings will be maintained to a high standard of repair. Objects will not be left around that may aid intruders climbing onto the flat roofs. The school is fitted with a Mosquito deterrent.

The school boundaries will be checked daily and maintained in a good condition. The Site Manager will look for signs of trespass and vandalism. We will be vigilant for evidence of drug abuse and sexual activity on site. All litter and other materials will be removed and disposed of safely. If any staff when conducting checks identify any of this then it is to be brought to the immediate attention of the Site Manager or Senior Management Team. The Police will be informed where necessary.

Routes into and around the building and the car park will be lit by external lighting.

All visitors to the Site should report to the reception.

Visitors will sign in and read the Health and Safety advice.

Visitors should wear a Visitors badge at all times.

County Council, Health and Social Care Colleagues can use their identity badges.

Visitors should be supervised by staff at all times

Staff should challenge unknown persons in the building or seek support if concerned.

Staff should sign in and out of the building.

The site and buildings are not covered by CCTV.

All doors at St Francis are fob access.

All external doors should be kept locked to prevent intruders gaining access and children and young people escaping.

While the children and young people are using the grounds or during spells of hot weather doors will be open. At these times staff should be extra vigilant for unknown persons in the grounds.

Communication. If staff are concerned at any time they should seek support through use of the unit walkie-talkies.

The Playscheme will seek and maintain good relationships with other schools on site, neighbours and the local Police.

EQUIPMENT

Valuable equipment such as computers should be stored securely or out of view from windows. Valuable equipment will be security marked.

Staff laptops, and other valuables should be transported home out of view in the car boot (but not left in the boot when the car is unattended).

PERSONAL SECURITY

See Equality & Diversity Policy (6)

Staff should not be open to violence, abuse or bullying in the workplace.

Staff will be advised on how to manage such situations if they arise and further detail can be found in the Equality and Diversity Policy.

All such incidents should be reported.

Personal belongings should be stored in the staff room which will be closed whilst the playscheme is running. Staff are advised not to bring any unnecessary valuables onto the playscheme.

Personal belongings should not be kept on site overnight.

Any incidents of theft will be reported to the police.

Staff should consider carefully before posting personal information on social networking sites.

FINANCIAL SECURITY

LUPS will follow protocols for dealing with finances as laid out by the Charity Commission.

Robust procedures are in place.

LUPS do not accept or withdraw any cash.

All transactions involving the finances of LUPS will be authorised by at least two members of the Senior Management Team.

The finances of LUPS will be scrutinised by the Committee, and annual external audit. Audited accounts are submitted to the Charity Commission annually.

INFORMATION

See Confidentiality Policy (7)

Staff must respect confidentiality at all times.

Information about the playscheme, children and young people, families and colleagues should not be shared with people who are not part of the playscheme community. Staff should not post such information on social networking sites.

Increasing amounts of information are being stored on computers and access to this should be kept to only those who require access.

Paper records are archived and stored with the Chairperson or Playscheme Manager.

Personnel information is stored securely and access is restricted.

SAFEGUARDING

See Safeguarding Policy (5)

Staff should follow procedures outlined in the Safeguarding Policy and their training. Staff and volunteers will be required to undergo an interview, and provide at least 2 references

All Staff aged 16 and over must undertake an Enhanced DBS check.

Staff should consider the safety of their assigned children and young people at all times.

The children and young people have one to one support, and there are two Senior Staff in every area so at no time should any member of staff be left alone with a child or young person.

The building should be secure: staff must be vigilant that children and young people do not abscond from the school site.

Through risk assessments staff must make sure that all activities are safe for the children and young people.

No photographs are permitted of the children and young people unless prior authorisation is given by the parent carer, and under the supervision of a member of the Senior Management Team utilising the camera authorised.

MEETINGS

Consideration should be made over where the meeting with parent carers takes place so as to maintain the safety of staff especially if they are to be alone. Seating should be arranged with the staff member nearest the door to allow for a quick exit. Other staff should know that the interview is taking place. If not of a confidential nature, the door can be left partially open.

FIRE SECURITY

See Fire plan (17)

MEDICINES

See Medicines Policy (18)

MATERIALS

See COSHH Policy (12) and guidance