



2.2 Closing up and Securing Little Thetford Acorns

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

Date of adoption	November 2017
Reviewed	November 2019
Signed (on behalf of the management committee)	
Name of signatory	Kate Hilton
Role of signatory	Chair
This policy will be reviewed	Annually
Date of next review	November 2020

2.2 Closing up and Securing Little Thetford Acorns

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of the children, staff and others on the premises.

Policy statement

We maintain the highest possible safety and security of our premises to ensure that each child and adult is safe during their time with us.

All staff and volunteers are aware of and ensure that the relevant procedures are followed to keep adults and children safe.

Procedures

The last person to leave the building carries out a thorough check and completes a 'Closing up Checklist'. This is then signed by that person to confirm the building is safe to leave (see attached).

If for any reason a member of staff/committee are within the building alone they must follow the 'Lone Working' policy.

To set the alarm:

Type in your 4 digit alarm code and press ✓

You then have 30 seconds to exit the building.

Lock the front door by lifting the handle and using your key.

Wait by the door to ensure the alarm stops beeping and is set.

If the alarm continues to beep for more than 2 minute(s), there is an issue.

Re-enter the building using your key and un-set the alarm by using your code and try again.

If the alarm is accidentally triggered, a key holder is automatically called and will attend the building to re-set the alarm. Please wait at the building until a key holder arrives. Certain Committee members who live in the village are appointed key holders and will be able to re-set the alarm.

Details of key holders, contact details and alarm callout codes are kept on file in the office. A copy is held by each keyholder.

Further Guidance

See Procedure for Alarm Call-Out for Key holders.