

POLICIES AND PROCEDURES

Arrival and Departure of Staff to Kensington Resource Centre Procedure

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| Cross Reference | Kensington Resource Centre Register, AF group register |

Purpose of this document

To ensure the safety and security of all Aspired Futures (AF) staff members whilst working from Kensington Resource Centre.

Details of Policy

Arrival

- All AF staff members are asked to park on Whitegate Drive and surrounding area if unable to park at the back of Kensington Resource centre when arriving. This is to limit the number of cars entering and exiting at any one time and will ensure that when the leased company care arrives with the CYP there will be enough space for the CYP to access and exit the transport safely.
- The first person to enter the Kensington Resource centre building each day should ensure they switch off the alarm situated to the left of the inner porch door.
- All AF Team members must sign in the register book at the front door stating the date, time, their name, company, reason for visiting and car registration when they enter the building.
- All staff members attending or facilitating groups must also sign in and record the time they arrived on the register for that particular group.
- Kensington Resource Centre and AF staff who arrive first should conduct a fire safety check on all fire exits to ensure they are clear at all times throughout the working day.

Departure

- When AF team members leave the building they must ensure they have signed out of the Kensington Resource centre register and AF group register.
- All staff members are to ensure the areas they have worked in are clean, tidy and safe ready for the next session in that area.
- Individual staff members must notify any remaining staff that they are leaving the building and where they are going and with who.
- The last team member must ensure that the whole building (inside and out) is secure, all doors and windows must be locked including sheds and lights should be off, blinds closed and fire exits clear.
- The last staff member must complete the checklist which is held at the signing in table at the front door. This must be completed every day to ensure security is upheld in Kensington Resource centre.
- Finally the last staff member to leave must set the buildings alarm system ensuring the front door is shut and securely locked with the separate key.



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