

# Indoor and Outdoor Security – Therapeutic Group Procedures

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Cross Reference	Arrival and departure of visitors to Kensington Resource centre procedure, Missing Person Policy

### Purpose of this document

To outline the procedures which should be adhered to during any Aspired Futures (AF) sessions or groups.

### Details of Procedures

#### **Indoors**

- During all therapeutic sessions the front door will remain closed, visitors will only be able to gain access to the building via the intercom system in the AF office, Kensington office and the Rainbow room.
- The inner doors to the Rainbow room will remain open at all times during the sessions.
- The Mews fire door will be left locked throughout the day time but opened during a session when the room is being used or children/young people (CYP) are outside. The fire door to the right of the Mews will also be locked throughout the day but opened during a session. (Fire exit checks are done daily by the Children and Young People Assessment and Inter-Agency Manager (CYP Manager) to ensure all exits are clear throughout the working day.
- When food is being prepared the kitchen door will be shut, the kitchen door must not be used for entering and exiting the building whilst a group is being facilitated. If an AF team member needs to leave this area they will ensure the back door is locked.
- During sessions the upstairs doors will remain open (with the exception of the main office, yellow room) as the rooms are used throughout the sessions.
- All staff, volunteers and visitors must wear a badge throughout the session.
- All staff and volunteers should hold an Enhanced level DBS check before any unsupervised contact with CYP.
- There must be two members of staff/volunteers in each room being used during a session to ensure that the CYP are supervised at all times.
- A checklist of all areas and safety checks is to be completed prior to the CYP arriving to each session.

#### **Outdoor**

- During each session every CYP will have the access to the outdoor provision, however it is the CYP Manager, Service and Volunteer Manager (SV Manager) and lead sessional workers decision if and when the CYP go outside.
- The outdoor areas must be checked for rubbish, dog/cat foul, needles etc. and the checklist completed, before any CYP is allowed to go outside.
- The lead sessional worker and SV Manager must ensure the front gates are locked when CYP are outside at all times.

## POLICIES AND PROCEDURES

- The outside area will be defined using cones etc. and adequately supervised at all times.
- There must be at least 2 members of staff outside at all times.
- If at any time during the outdoor provision a CYP struggles to behave appropriately, a member of the AF staff will ask them to go inside for a period of time.
- A member of the AF staff must check the area when the CYP have gone into the building to ensure no CYP have been left outside and it must be ensured that everyone is accounted for.
- In the event of CYP going missing from outside, AF Missing Person policy and procedure must be followed.

**All AF Staff know the Kensington staff members, therefore they are aware that any unknown person within the building must be verified with Kensington staff for security purposes and Arrival and Departures policies and procedures must be adhered to at all times.**

**All AF staff, volunteers and trustees will have access to and sign to say they have read and understood the procedures and the importance of following security measures throughout the sessions at all times.**