



Strawberry Kiwi Arts Ltd Security Policy

The purpose of this security policy is to establish guidelines and procedures for ensuring the safety and security of all children, staff, and visitors at our community drama and dance classes, holiday camps, after-school clubs, and curriculum classes. This policy applies to all staff members, volunteers, parents, and attendees.

1. Access Control

- All facilities used for classes and camps will have controlled access. Entrance and exit points will be monitored during operational hours.
- Only authorised personnel, including registered staff, will have access to restricted areas.
- Parents and guardians must sign in their children in and out at the beginning and end of each class or camp session.

2. Staff Training and Qualifications

- All staff members will undergo Disclosure and Barring Service (DBS) checks before their employment.
- A staff member who is trained in first aid, safeguarding, and conflict resolution will be present on-site at all times.
- A staff-to-child ratio will be maintained: 1 staff member for every 8 students (children aged 4-7) 1 staff member for every 8 students (children aged 8+) for all activities.

3. Emergency Procedures

- Clear emergency procedures, including fire drills and evacuation plans, will be communicated to staff and participants.
- First aid kits will be readily accessible at all locations. Staff trained in first aid will be on-site during all classes and camps.

4. Incident Reporting

- Any incidents, such as accidents or security breaches, must be reported to the management immediately.
- An incident report form will be completed for all significant events, and a review will be conducted to prevent future occurrences.

5. Photography and Media Consent

- Consent will be obtained from parents/guardians prior to taking photographs or videos of participants. Parents have the right to opt-out of photography and media consent forms.
- Any media shared on platforms (social media, promotional materials, etc.) involving students will not include names of the children without explicit permission.

6. Communication and Parental Involvement

- Parents will be informed about security measures and encouraged to communicate any concerns or suggestions regarding safety and security.
- Regular updates will be provided to parents about upcoming classes and camps, as well as any changes to security protocols.

7. Compliance and Review

- This policy will be reviewed annually or as necessary to ensure compliance with current laws and best practices in child safety and security.
- Staff will be made aware of any changes to the security policy during training sessions.

Strawberry Kiwi Arts Ltd is committed to creating a safe and secure environment for all participants. We believe that by implementing a comprehensive security policy, we can provide peace of mind to parents and guardians, enabling them to focus on the joy of learning and creativity.