

Policies and Procedures: Security.

Whilst we are inside the Barn I will ensure that both the main glass door and the side door are locked. When we are inside the house I will ensure the front door is locked, the French windows are locked and the back door is locked. I will also lock the main gate via the bike lock and the side gate via the coded lock, though these may be unlocked at times if people are using them.

When we are outside we will lock the main gate via the bike lock and the side gate via the coded lock. Whichever member of staff is outside will ensure that the gate is locked immediately after anyone using it.

When we play outside in the AstroTurfed garden that the two gates connecting to the big garden are locked with the carabiner clip (unless there is someone in the house).

When we play outside in the small garden (immediately outside the Barn door) I will ensure that the main gate is locked by the bike lock, the side gate is locked via coded lock, the two gates connecting to the big garden are locked with the carabiner clips (unless there is someone in the house) and that the gate connecting the 2 AstroTurfed areas is bolted shut.

Each morning I check the perimeter fences/walls are intact and that the side gate is bolted.

On an evening or whilst there is no one on the premises, the 2 side doors will be locked, the main glass door locked and the wooden Barn doors padlocked. In the house all 3 doors previously mentioned will be locked. The side gate will be bolted and the main gate locked with the bike lock. The inner gates will be shut but not always locked. There are CCTV cameras for added security. (We also have dogs who bark if anyone enters, or even just walks past – soft as a brush in reality, but loud!!)

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