**Staff Safety/Security**

* Systems are in place for the safe arrival and departure of children.
* Children's arrivals and departures are recorded, including any late arrivals or early departures.
* The arrival and departure times of volunteers and visitors are recorded.
* Our systems prevent unauthorised access to our premises.
* Our systems prevent children from leaving our premises unnoticed.
* We keep front doors locked shut at all times.
* The personal possessions of staff and volunteers are securely stored during sessions.

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