

FACILITY ACCESS & SECURITY

(Providing a Child Safe Environment)

POLICY STATEMENT

Our Service provides an environment that ensures the safety, health and wellbeing of children at all times. We will ensure the proper security of the building by implementing measures and regarding safe practices concerning entry and access to the building.

CONSIDERATIONS

Education and Care Services National Regulations	103, 168, 180
National Quality Standard	QA2, QA3, 6.2, 7.1
Other Service Policies/Documentation	<ul style="list-style-type: none">• Educator online manual• Staffing policy• Health & Safety policies• Providing a Child Safe Environment policies
Other	<ul style="list-style-type: none">• Work Health & Safety Act 2011

PROCEDURE

- The building and facilities in the Centre runs out of are the responsibility and ownership of Maroubra Junction Public School.
- The Directors in consultation with the Management Committee and school Principal will ensure the appropriate measures are carried out to maintain the effective management of the buildings access and security.
- Only approved educators and management members will be given a key to access the building and equipment areas.
- A key register will be maintained that indicates the person's receipt of the key, date received, and date returned on completion of employment or completion of term as member of Management. If the service is situated on a school site, service will adhere to key registry requirements of the school.
- Extra keys will only be cut after agreement by the management committee or the school and a record made of where they are.
- All monies and important documents will be kept in a lockable place and approved educators and management members will only permit access.
- Educators will ensure that the building is left in a secure manner before leaving and all windows, cupboards, and other relevant areas are locked. All heating and lighting is off and all doors properly secured.
- The alarm system must be turned on before locking the service.
- Educators will inform the police, management committee and school as soon as possible if there has been a break in to the service of any kind.