

## ▲ CENTRE SECURITY

### ▲ NQS

**Element 2.2:** Each child is protected

**Element 2.2.1** At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

**Element 2.2.2** Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

**Education and Care Services National Regulations:** 103, 104; 136; 165

### ▲ PURPOSE

The purpose of the policy is to set out protocols to ensure the security of the centre is always maintained.

### ▲ POLICY

To ensure procedures are implemented and security measures taken for the safety and wellbeing of all stakeholders.

### ▲ PROCEDURES

#### ACCESS TO THE CENTRE

- A register of all keys/ passes used at the centre, including entry and exit doors/PIN codes, internal doors, medication boxes, lockers and security keys will be maintained by the Centre Director.
- Educators provided with any centre key/ pass are required to accept responsibility by signing the **Key Register form** / or details are held against pass/ pin allocations.
- Educators no longer working at the centre are required to return all keys/ passes to the Centre Director.
- Centre keys/ passes are not to be reproduced without prior permission from the Centre Director.
- Access PIN codes must never be shared with a third party without approval of the Centre Director or Managing Director.
- Educators will only be allowed access to the centre after hours with prior approval from their Centre Director.

## VISITORS TO THE CENTRE

All visitors to the centre are required to present at Reception or the Centre Director's office as per Visitor, Student and Volunteer Policy.

## ACCESS CODES:

### Entering:

- **Do not tell anyone else** (particularly older children/siblings) what the numbers of the door code are. **Please** be very strict with this!
- Do not lift children up and let them enter the door code.
- If you see another parent reading out the code or letting their child pin it in, please politely explain to them why this is unsafe, and tell Centre Director or one of the Educators.
- If you see an unfamiliar adult wanting to come in at the same time as you (particularly if they have no child with them) please politely close the door behind, you and tell them they need **enter the code themselves** or ring the doorbell.
- If you see an adult struggling with entering the right code, or ringing the doorbell please **DO NOT let them in**. They will need to wait until an Educator comes to let them in or call the centre phone/intercom.

### Exiting:

- As you are opening the door to exit, please ensure there are no other children around the door, and **under no circumstance let any other child (of any age) out the front door**. If a child is wanting to come out with you, please kindly **remind them that they need to wait for parent or guardian** that is picking them up and then close the door securely behind you.
- **Do not hold the front door open** for unfamiliar faces to enter or exit the building. Even though we appreciate your politeness, not doing this will ensure that the procedures above are followed.
- Exit the front door and ensure the door is SHUT securely behind you.

## DOORS AND GATES

- Entry and Exit doors and gates are to always remain closed to ensure a secure centre environment.
- Educators will monitor the effectiveness of latching or locking devices daily. Where a defect to a latching or locking device on a door which provides perimeter access or egress from the centre is identified, the Centre Director or Responsible Person must be notified immediately.
- In the interim, the Centre Director or Responsible Person will immediately take necessary steps to ensure the safety and security of the centre.

- Gate and door keys to the perimeter or fire exit areas will be prominently located in an area known to all educators.

### **BEGINNING OF DAY**

Educators to follow their specific centre opening procedures including completing a Daily Hazard Safety Check List.

### **END OF DAY**

Educators will complete the Centres closing procedure to ensure:

- All children have been collected and signed out of the centre
- The centre has been securely closed

Educators accessing the centre out of work hours with prior approval from the Centre Director or Responsible Person must ensure that the centre is secured when they leave.

### **▲ ASSOCIATED POLICIES**

- Emergency Response Policy
- Child Protection and Child Protection Risk Management Strategies
- Delivery Collection and Absences of Children
- Car Park Management Policy (St Leonards)
- Work Health and Safety Policy (NSW)
- Occupational Health and Safety (Victoria)
- Students Volunteers and Visitors

### **▲ POLICY REVIEW**

- The Centre (together with educators) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures.
- **Last review:** 27.11.2023
- **Next review:** 27.11.2024

