

## ▲ CENTRE SECURITY: CARLTON

### ▲ 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 who access the Premises, being the FROEBEL Carlton Early Learning Centre, Melbourne Connect, 700 Swanston Street, Carlton VIC 3053.

### ▲ PROCEDURES

#### ACCESS FOR PRE-AUTHORISED USERS OF THE PREMISES

Pre-Authorised Users are

- FROEBEL employees,
- enrolled families,
- Authorised Persons who are authorised to pick up and drop off children or to visit the service to carry out a specific scheduled task,

who have been granted access by a Pre-Authorised FROEBEL employees who has Head Office approval to grant access to the Premises (Approved Employee).

Access is granted

- To FROEBEL employees: by issuing a personal proximity card, on Mondays to Fridays only, from 6.45am until 8.00pm
- To enrolled families and Authorised Persons who are authorised to pick up and drop off children: by issuing a personal Bluetooth credential, on Mondays to Fridays only, from 7.20am until 6.10pm.
- To Authorised Persons who are authorised to visit the service to carry out a specific

scheduled task, for the period of time required to complete the task or the period of time agreed between Approved Employee and Authorised Person.

FROEBEL employees deemed to have Head Office Approval to grant access are the Centre Director and/or the Administrative Assistant. Approved Employees are permitted to access the Premises 24/7.

- The Approved Employee will only grant access to Pre-Authorised Users.
- The Approved Employee will each Pre-Authorised User's personal details and the details of the proximity card, respectively Bluetooth credentials, issued to them into the access register.
- It is the Approved Employee's responsibility to keep current and maintain the access register and to ensure it accurately reflects each individual access granted at any given time.

### **PROXIMITY CARDS**

- Proximity card holders must acknowledge receipt of a proximity card in writing when being issued with a proximity card. They must be informed that
  - They must keep the proximity card in a safe place at all times,
  - They must only access the Premises during the time frames assigned to their access level,
  - They are not permitted to share the proximity card with a third person,
  - They are not permitted to note the Premises address or any other information on the proximity card which could be used to identify the location of the Premises,
  - They must notify an Approved Employee of any loss, theft or damage to the proximity card immediately and without delay,
  - The loss of a proximity card and/or the issuing of a replacement card will attract a fee in the amount of \$50.00 plus GST.
- Proximity card holders no longer working at the Premises are required to return their proximity card to an Approved Employee before leaving their employment with FROEBEL. The Approved Employee will update the access register accordingly.

### **BLUETOOTH CREDENTIALS**

- Bluetooth Credentials will be issued to Pre-Authorised Users who are an enrolled family. A maximum of two Bluetooth credentials will be issued per family free of extra charge. Every additional Bluetooth credential issued to an Authorised Person related to the enrolled family will attract a fee, charged at cost per user.
- A Bluetooth credential can also temporarily be issued by an Approved Employee to an Authorised Person who is authorised to visit the service to carry out a specific scheduled task.
- Bluetooth credential holders shall be informed that

- They can only use their credential in conjunction with the Gallagher Mobile Connect App,
- They can only access the Premises during the time frames assigned to their access level,
- Their credential can be cancelled by an Approved Employee at any time without notice in exceptional circumstances at their sole discretion, and will be cancelled upon termination of the enrolment.

### **VISITORS WHO ARE NOT PRE-AUTHORISED USERS**

All other visitors to the centre who are not Pre-Authorised Users are required to present at the Director's office when granted access via the intercom system as per Visitor, Student and Volunteer Policy.

Visitors who are representatives of the landlord, facility management, their employees, contractors and/or agents only have the right to enter the Premises (particularly for repair and maintenance works)

- with FROEBEL's prior consent, and
- with at least 48 hours' prior notice to FROEBEL, and
- when accompanied by a FROEBEL representative at any time.

They will

- always follow the sign in/out procedures and comply with COVID-19 vaccination requirements as stipulated by FROEBEL, and
- use reasonable endeavours to access outside of FROEBEL's trading hours (7.30am to 6.00pm on weekdays), and
- use reasonable endeavours to minimise any disruption or inconvenience to FROEBEL's use and occupation of the Premises, and
- only access the Level 5 Plant Room via the fire staircase from Level 2 and not use the lifts to travel to Levels 3, 4 and 5 unless prior consent has been obtained from FROEBEL.

In the event of an emergency, notice of access must be given as soon as practicable.

### **ENTERING THE PREMISES**

- When entering the Premises, Pre-Authorised Users are strongly encouraged not to permit tailgating of unauthorised users and visitors who they are unfamiliar with. Please politely close the door behind you and tell them they need to access using their proximity card or Bluetooth credential or ring the doorbell.
- If you see an adult struggling with entering or ringing the doorbell, please DO NOT let them in. They will need to wait until FROEBEL representative comes to let them in or call the centre via phone or intercom.
- If unauthorised access is suspected, please promptly notify a FROEBEL representative.

### **EXITING THE PREMISES:**

- 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 (including on all floor levels) are to remain closed at all times to ensure a secure centre environment.
- Educators will monitor the effectiveness of latching or locking devices on a daily basis. 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.

### **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 centre's 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

- Occupational Health and Safety
- 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:** 16.01.2024
- **Next review:** 16.01.2025

