

## D-26 Security

### NQS

QA. 2.2	Safety.
QA. 2.2.1	Wellbeing and comfort.
QA. 3.1	Design.
QA. 3.1.2	Upkeep.
QA. 4.2.2	Professional standards.
QA. 7.1	Governance.
QA. 7.1.2	Management systems.

### National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 168	Education and care service must have policies and procedures
Reg. 181	Confidentiality of records kept by approved provider
Reg. 183	Storage of records and other documents

### My Time, Our Place

LO. 1	Children feel safe, secure, and supported
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### Policy Statement

We will ensure the proper security of the building and staff by implementing appropriate measures regarding entry and access to the OSHC premises.

### Related Policies

- Normanhurst West OSHC Policy A-15: Role of Management Committee
- Normanhurst West OSHC Policy B-1: Facility Management
- Normanhurst West OSHC Policy B-3: Storage

### Procedure

Only approved staff and Management Committee members will be given a key to access the building and equipment areas pending approval from the School Principal.

A key register will be maintained which 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.

Extra keys will only be cut after agreement by the Management Committee, who will ensure agreement of the Principal. A record will be made of where all keys are allocated. All key transfers between staff are to be recorded on the key register.

A filing cabinet will be provided to keep all important documents secure (see B-3 Storage Policy). Access to the filing cabinet will only be permitted by approved staff and Management Committee members.

Staff will ensure that the building is left in a secure manner before leaving, including the setting of any alarms. Where alarms cannot be set, due to faulty equipment etc., School security will be advised, and the Principal emailed.

Staff will ensure that all windows, cupboards, filing cabinets, and other relevant areas are locked, all heating and lighting are off and all doors properly secured.

Staff will inform the Police and the Management Committee as soon as practicable if there has been a break in to the Centre of any kind.

Staff will remain at the Centre until the police arrive or inform them of what to do.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Work Health and Safety Act 2011
- Privacy Act 1988

Endorsed	25/09/2020
Review Date	25/09/2022