



Woolooware Outside School Hours Care

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SECURITY POLICY

POLICY STATEMENT

Woolooware Outside of School Hours Care will ensure the proper security of the building and staff by implementing appropriate measures regarding entry and access to the OSHC premises.

CONSIDERATIONS

- Education and Care Services National Regulations: 103, 168, 181, 183
- My Time Our Place: LO. 1
- NQS: 2.2, 2.2.1, 3.1, 3.1.2, 4.2.2, 7.1, 7.1.2

PROCEDURES

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

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 safe or lockbox will be provided to keep all important documents secure. Access to the safe or lockbox will only be permitted by approved staff and Management Committee members. Staff will not open the safe/lockbox in clear view of anyone.

Educators will ensure that the building is left in a secure manner before leaving, including the setting of any alarms. Educators will ensure that all windows, cupboards, safe, and other relevant areas are locked.

All heating and lighting is off and all doors properly secured. Educators 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. Educators will remain at the Centre until the police arrive or inform them of what to do.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 25, 2023