



Security Policy

POLICY STATEMENT

Coowarra OOSH aims to ensure the proper security of the building and educators by ensuring measures are in place regarding entry and access to the building.

PROCEDURE

- Only approved Educators and Management members will be given a key to access the building and equipment areas.
- Educators will ensure that the building is left in a secure manner before leaving.
- Educators must ensure that all windows, cupboards, gates and other relevant areas are locked. All heating and lighting is off and all doors properly secured.
- Educators will inform the Police, Community Junction and the Committee as soon as possible if there has been a break into the centre of any kind.
- Educators will remain at the centre until the police arrive or inform them of what to do.
- Educators are to sign the lock up checklist daily to ensure the centre is left secure.
- Community Junction must be informed of who holds keys for the centre, which they record on their key register.
- The alarm code is not to be given to other user groups of the centre or anyone not authorised to have it.
- Wherever possible staff will lock up the buildings and premises together. Management encourages all staff to stay and ensure that staff leave the premises together at night
- Large amounts of money will not be kept on the premises.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
		<ul style="list-style-type: none">- Rental agreements- Community Junction- Penrith City Council- Workplace Health and Safety ACTS

UPDATED AND ENDORSED: January 2023

DATE FOR REVIEW AND EVALUATION: June 2028