

Activity Centres Incorporated is a community based not for profit organisation managed by a parent Committee

Policy Statement

We aim to ensure that any building and areas used by our organisation are secure and only authorised personnel are in attendance while we are in operation. Staff will ensure the security of the premises by following measures that are in place regarding access to and lock up of the building and premises whilst in operation, that ensures that their personal safety is not put in jeopardy.

Considerations

- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ ACI Policies and Procedures
- ✓ Rental agreements with premises owners (school and parish)
- ✓ My Time Our Place
- ✓ Workcover

Procedures

- Only approved staff and management committee members will be given a key to access the building and equipment areas.
- A key register will be maintained by the coordinator of each service that indicates the person's receipt of the key, date received, and the date returned on completion of employment or completion of term as a member of the management committee.
- Extra keys will only be obtained after agreement by management and school principal/parish. The whereabouts of the new keys will be recorded.
- Wherever possible, at the start of the early morning shift (6:30am) staff will avoid entering the premises and buildings alone, especially in the winter months when it is dark. ACI management recommends staff attempt to park near one another and enter the premises and buildings together to ensure staff are not alone.
- Wherever possible staff will lock up the buildings and premises together. ACI management encourages all staff to stay and ensure that staff locking outside gates, carparks etc. have done so safely and have safely left the premises at the end of the night.
- A safe place will be provided to keep monies and important documents. Access to the safe place will only be permitted by approved staff and management committee members.
- Large amounts of money will not be kept on the premises. Families will be encouraged to pay fees via electronic means to avoid excess cash on the premises.
- Staff will ensure that the building is left in a secure manner before leaving.
- Staff must ensure that all windows; cupboards, monies, and other relevant areas are locked, all heating/cooling and lighting is switched off, and all doors are properly secured and alarms are activated.
- Staff will inform the police and the manager as soon as possible if there has been a break in to the service of any kind.
- Staff will remain at the service, if it is safe to do so, until the police arrive or inform them of what to do.

Checklist for Staff

- Ensure that all relevant cabinets and cupboards are locked.
- Ensure all lights and electrical appliances are switched off.
- Ensure building is locked and secure and alarm is turned on.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 31st August 2017

Security Policy is to be reviewed by the 31st August 2020