**Security**

Linked to National Quality Framework and Standards – ACECQA 2017

***Quality area 2– Children’s health and safety***

**2.2 Safety- Each child is protected**

 2.2.2 Incident and emergency management

Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practices and implemented.

***Quality Area 7- Governance and Leadership***

**7.1 Governance- Governance supports the operation of a quality service**

 7.1.2 Management systems

Systems are in place to manage risk and enable the effective management and operations of a quality service

Linked to Education and Care Services National regulations (2011) and Education and Early Childhood Services

(Registration and Standards) Law 2011

**Regulation 99, 166**

**Law 51(1)(a), 167, 170, 171, 189**

**Policy statement**

Toybox CCCC governance committee is committed to the safety and security of children, Educators, families and visitors.

**Implementation**

People with concerns are invited to raise them with the Director or a governance committee member. Items so raised will be considered at the next governance committee meeting, or sooner if considered to be urgent**.**

The Director will ensure that external lighting is operating and suitable to light parents, children and Educators to their cars when it is dark.

Educators will be encouraged to walk to the bottom carpark together when they are on the late shift.

Suspicious activity, within and in the vicinity of the centre, will be reported to the Director or directly to the police.

The subject of safety and security will be agenda items at Centre and governance committee meetings.

Staff may let someone into the building after following these steps

1. If someone has rung the bell at the front door and you do not know who it is, request identification and for them to look at the camera.
2. If you still don’t know who they are, go directly to the door and physically let them in if you can leave the room. Alternatively let them know you cannot leave the room and they will ask someone else to come meet them at the door
3. Ask for ID (photo) if they are collecting a child for the first time
4. If they are a visitor inform them to remain in the foyer and phone rooms to find where Director or Assistant Director (or Certified supervisor) is. Do not leave them alone
5. They will need to sign in and be escorted to wherever they need to go
6. If the person is a new family they will be escorted to the room where their child will commence care

All gates will remain locked and keys be kept in a consistent place during the day for access. On closing the centre these keys must go inside

Staff room door/screen door must remain locked at all times.

Exit door to bins must be kept locked at all times. Once you have exited the building to put rubbish in the bin, be sure to lock it after you

Gates must be checked before children being allowed in the outside area to ensure they are locked and secure

A full lock down procedure will be put into effect if you believe children to be at risk while outside. Please refer to Emergency Management and evacuation Policy

A full lock down procedure will occur if the front office believe there to be a risk to children and staff internally – Please refer to Emergency Management and evacuation Policy

Staff will NOT breach confidentiality as this can affect the security of Toybox

Staff with keys and a code will not enter the building on weekends or out of hours without prior consent from the Director or Assistant Director

Staff will not bring anyone onsite not employed with Toybox without prior consultation and permission

***Source***: Risk Management Guide for Child Care – Guild Insurance

National Quality Framework and Standards – 2012

<http://acecqa.gov.au/national-quality-framework/national-quality-standard/>

Toybox Governance Committee

**Review**

The policy will be reviewed annually

The review will be conducted by:

* Management
* Employees
* Families
* Interested Parties

**Last reviewed: May 2014**

**Updated Nov 2017**