

SECURITY POLICY

Date of approval: August 2004

To be reviewed as required

POLICY STATEMENTS:

Every endeavor is made to provide a safe and secure environment for staff and children to work in.

PROCEDURES

BUILDINGS AND GROUNDS

- a) The playground is secured by the provision of a child proof gate. The gate must be closed by any one entering or leaving the kindergarten
- b) The gate which opens on to the lane way is kept locked during the kindergarten session times.
- c) The exit gates are not to be locked during the session, as they provided an exit from the premises to the church car park for the children, parents and staff in case of evacuation emergency.
- d) The exit doors to the building are to be closed when all children and supervising adults are inside the building.
- e) All doors are fitted with locks which when closed, are locked from the outside but can be opened from the inside in case of emergency evacuation.
- f) All child care regulations will be observed.

Regulations regarding signing the attendance book will be strictly observed.

Parents are responsible for their own children when they are in the kindergarten.

KEYS

The keys to the kindergarten must be kept to a minimum.

A register is to be kept of all keys issued.

The Committee of Management is to authorize the duplication of any keys.

A gate key is made available to the family responsible for weekly grounds maintenance on the rostered weekend, which must be returned immediately the duty is completed.

HOLIDAY SECURITY

Prior to each holiday there will be a roster of Committee of Management members to:

- a) check the kindergarten building and grounds
- b) water the gardens
- c) collect the mail over the holiday period.

SECURITY OF MONIES

All money is to be placed in the fees box or the social committee box. These are to be kept locked at all times. Money from these boxes is to be collected by the Fees Officer or the

Social Committee Officer and banked promptly. Money is not to be kept on the premises over the weekend.

SESSION CANCELLATION

The Director may cancel a Kindergarten session for any health, safety, hygiene or security reason.

If multiple sessions need to be cancelled, an extraordinary meeting of the Committee of Management must be called to decide how to proceed.

TRADE PERSONS ACCESS

All trades people must contact the Director on arrival at the kindergarten. A staff member or a committee member must be present when the trades person is assessing the particular job to be quoted on. The trades person will do the work during the week end or over the school holiday period.

The kindergarten will be locked and unlocked for them on a daily basis, by a committee member.

RELATED POLICIES

Attendance
Fees
Hours of Operation
Money Handling
Occupational Health and Safety
Parent / Guardian Involvement

RESPONSIBILITY

Director
Treasurer
Maintenance Officer