

B-1 Facility Management and Security

National Quality Standards (NQS)

2.2	Each child is protected
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
3.1	The design of the facilities is appropriate for the operation of a service.
3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Education and Care Services National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
Reg. 168	Education and care service must have policies and procedures
Reg. 180	Evidence of prescribed insurance

Policy Statement

We aim to ensure proper security of the premises and staff by ensuring that measures are in place regarding entry and access to the building.

My Time, Our Place

1.1	Children feel safe, secure, and supported
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Related Policies

- Building Equipment Repairs and Maintenance Policy
- Child Protection Policy
- Determining the Responsible Person on Duty
- Heating, Ventilation and Lighting Policy
- Pest Control Policy
- Role of Management Committee Policy
- Storage Policy

- Work Health and Safety Policy

Procedure

The Centre Director in consultation with the Management Committee and School Principal will ensure the appropriate measures are carried out to maintain the effective management of the building and facilities, including timely repair of concerning issues and ensure necessary measures are taken to maintain a pest and vermin free environment (see B-5 Pest Control Policy)

Centre staff will ensure any waste left in the Centre at the end of every shift is disposed of daily. Staff will also ensure there is adequate soap and paper towel for children at the Centre. The school toilets and soap dispensers will be cleaned and maintained by the school cleaner during Term Time.

Only approved staff and Director will be given keys or access codes to the available facilities and equipment areas.

A key register will be maintained by West Ryde Public School that indicates the person's receipt of the key, date received, and date returned on completion of employment or completion of term as a member of management.

Extra keys will only be cut after agreement by the management as well as West Ryde Public School and a record made of where the new keys are.

Filing cabinets and lockable storage areas will be maintained to store all sensitive documents and expensive equipment. Access to these areas will only be permitted by approved staff and management members.

Staff will ensure the building and all lockable storage areas are left in a secure manner before setting the alarm system and leaving the premises.

Staff will inform the police, management committee and West Ryde Public School as soon as possible if there has been a break-in or theft at the service. Staff will remain at the service premises until police arrive to give a statement.

The building and facilities will be in compliance with National, State and Local building and fire codes.

Sources

- Education and Care Services National Regulations 2011
- Framework for School-Age Care in Australia - My Time, Our Place
- National Quality Standard – Australian Children's Education and Care Quality Authority
- Work Health and Safety Act 2011
- Fire & Rescue NSW: <http://www.fire.nsw.gov.au/>

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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202305	- No changes made		
v.2.200207	<ul style="list-style-type: none"> - Updated information about management of buildings - Updated information about management of Centre waste and Centre materials - Updated Related Policies - Updated MTOP - Updated National Regulations 	Staff	
v.2.202105	<ul style="list-style-type: none"> - Updated links to NQS and National Regulations - Minor wording changes 	Staff Staff	