

DOCUMENTATION CONTROL RECORD

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| Document Title | SPK Gate Security Policy |
| NQF Requirement | NA |
| Document Owner | Vice President/Maintenance Officer |
| Approved by Committee of Management | 4 December 2017 |
| Scheduled for Review | 2020 |

SPK commits to providing a safe and secure environment for children while attending their session. It is essential that any visitors to the kindergarten gain authorised access before entering the security gates.

Code use

- Summerhill Park Kindergarten has implemented a locked security gate system, accessible only by entering a four digit code into the keypad.
- To exit the kindergarten, there is a green button fixed to the window above the children's mail pockets. The exit button is not accessible to the kindergarten children and therefore we can be confident that they will remain in the grounds.

Code distribution/authorisation

- The code will be distributed to parents/guardians of children attending the kindergarten by the educators during an information session at the start of Term 1.
- Parents/guardians are only authorised to share the code with other adults for whom they have provided written consent to drop off or collect your child from kinder.
- Parents/guardians are requested to direct any other adults who are unfamiliar with the code to SPK educators who will provide this code to them if appropriate.
- It is the responsibility of the parent/guardian to inform the kindergarten of the details of any other person they have authorised to collect their child.

Children and siblings are not permitted to use the gate keypad or exit button at any time. When entering and exiting the kindergarten grounds, parents/guardians are asked to ensure that only the children in their care move through the gate and that the gate is firmly closed with the lock engaged behind them. The gate lock will engage after being closed for approximately 10 seconds.

Parents/guardians should not admit/hold open the gate for unauthorised persons. If the person requesting admittance is unknown to them, parents/guardians should direct their request to SPK educators and/or ask for further information about their admittance.

The gate code is subject to change and this will be communicated to parents/guardians as soon as practicable.

SPK families are required to report any known abuse or malfunction of the electronic gate to the Committee of Management.

Changing the code

- Maintenance Officer is responsible for changing the code and should update the Master Record Sheet* in BOTH the Maintenance Officer folder AND the copy in the kindergarten office.
- The code will be changed annually in December, and if there is a breach of security made known to the kinder/CoM
- The new code will be provided to the CoM Executive and educators in December, but will not be in use until the start of the new year
- At the start of the new year, the code will be provided to parents/guardians as part of their orientation, during which they must complete the security acknowledgement form (refer Attachment 1)
- The old code will be disabled at the end of January, once distribution of the new code commences.

* The Master Record Sheet is found in the 'Electric Access System - Installation Details and Instruction Manual'

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: SPK Gate Security Acknowledgement for parents/guardians

AUTHORISATION

This policy was adopted by the Approved Provider of Summerhill Park Kindergarten on 4 December 2017.

REVIEW DATE: 2020

DOCUMENT HISTORY

| Version | Date | By | Reason for change |
|---------|-----------------|-----|--|
| 1.0 | 2014 | CoM | Endorsement of first SPK Gate Security Policy |
| 2.0 | 4 December 2017 | CoM | Reformatting to fit SPK policy style, review of policy in the Child Safe Subcommittee 2017, re-endorsement of policy |

ATTACHMENT 1

Summerhill Park Kindergarten Gate security acknowledgement

Summerhill Park Kindergarten commits to providing a safe and secure environment for children while attending their session.

To assist with this commitment, we have implemented a locked security gate system, accessible only by entering a four digit code into the keypad.

This code is distributed to parents/guardians of children attending the kindergarten as part of the orientation process in Term 1.

Using the security code:

- Type in the four digit code, followed by the # key
- The gate will beep, indicating that is 'unlocked'

To exit the kindergarten, there is a green button fixed to the window above the children's mail pockets.

Authorisation

- You may only share the code with other adults to whom you have provided consent to the kinder to drop off your child or written consent to collect your child
- It is the responsibility of the parent/guardian to inform the kindergarten of the details of any other person they have authorised to collect their child.
- We request that parents/guardians direct any other adults who are unfamiliar with the code to SPK educators who will provide this code to them if appropriate.

Please direct any other adults requesting permission to enter the kinder grounds to SPK educators.

Children/siblings are not permitted to use the gate keypad or exit button at any time. Do not let children/siblings climb on the gates or reach to access the exit button.

When entering and exiting the kindergarten grounds, please ensure that only the children in your care move through the gate and that the gate is firmly closed with the lock engaged behind you. Allow time for the gate to close behind you so that the lock can engage (approx 10 seconds).

Please be aware that the gate code is subject to change and this will be communicated to you as soon as practicable.

SPK families are required to report any known abuse or malfunction of the electronic gate to the Committee of Management.

Parent/guardian acknowledgment of gate security process

- I have read/understood the above information regarding gate security at Summerhill Park Kindergarten.

Signed

Date
