

Lock Up Policy

PURPOSE AND BACKGROUND

- (1) Minimise the potential for any incidents to occur at our service as we close up each day

POLICY STATEMENT

- (2) At the end of our service operations each day, the Responsible Person present at the Service will:
- (a) check all beds and cots to ensure no child is asleep in the bed or cot. Educators will place mattresses sideways in a cot after a child has finished sleeping.
 - (b) check the premises outdoors and indoors to ensure that no child remains on the premises after the service closes.
 - (c) review the children's attendance records to ensure all children who were signed in that day have been signed out.
 - (d) Turn off lights and air-conditioning
 - (e) Shut blinds
 - (f) Ensure taps and any outdoor sprinklers, hoses etc are turned off
 - (g) Ensure any animals kept at the premises are secured appropriately
 - (h) Turn on alarm
 - (i) Lock premises
- (3) If a child has not been signed out the Responsible Person will:
- (a) if possible, ask educators if the child was collected.
 - (b) immediately conduct a search of the premises, indoors and outdoors to locate the unaccounted-for child if educators are unsure whether the child has been collected.
 - (c) contact the child's parents if the child is not located to see if the child was collected without being signed out
 - (d) contact the police if the child is missing
 - (e) immediately document a missing child incident using an Incident, Injury, Trauma and Illness Record
 - (f) notify the regulatory authority within 24 hours of the serious incident involving missing child through the online NQA ITS

LEGISLATION (OVERVIEW)

Education and Care Services National Law and Regulations

Regulations	Description
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12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
168(2)(f)	Education and care service must have policies and procedures providing a child safe environment

National Quality Standard

Standard / Element	Concept	Description
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management -	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

SOURCES

Education and Care Services National Law and Regulations | National Quality Standard

POLICY INFORMATION

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

POLICY REVIEWED	*** 2026	NEXT REVIEW DATE	****2027
MODIFICATIONS	Created new revised template		