



## Lock Up Policy

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### NQS

### National Regulations

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

### Aim

We aim to minimise the potential for any incidents to occur at our service as we close up each day by adhering to the following “lock-up” procedures. This will ensure the safety and wellbeing of all children at the service.

### Related Policies

Delivery and Collection of Children Policy  
Incident, Injury, Trauma and Illness Policy

### Who is affected by this policy?

Children  
Families  
Educators  
Management

### Implementation

At the end of our service operations each day, the Certified Supervisor present at the Service will:

- check the premises outdoors and indoors to ensure that no child remains on the premises after the service closes.
- review the children’s attendance records to ensure all children who were signed in that day have been signed out.

If a child has not been signed out the Responsible Person will:

- if possible ask educators if the child was collected.
  - 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.
  - contact the child's parents if the child is not located to see if the child was collected without being signed out
  - contact the police if the child is missing
  - immediately document a missing child incident using the Incident, Injury, Trauma and Illness Record template published by the national authority ACECQA at [www.acecqa.gov.au](http://www.acecqa.gov.au)
  - notify the regulatory authority within 24 hours of the serious incident involving missing child through the online NQA ITS
- Turn off lights and air-conditioning
  - Ensure all sign in clipboards and personal information are placed in the office and the office is locked.

## Sources

**Education and Care Services National Regulations 2011  
National Quality Standard**

## Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Last reviewed: June 1<sup>st</sup> 2018      Date for next review: June 1<sup>st</sup> 2019**