



Lock Up Policy

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.cecqa.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: 18 March 2026 Date for next review: 18th March 2027**