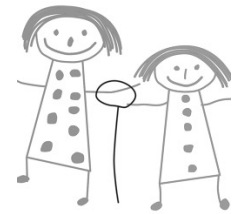


Security System Policy



WOODRIDGE
Pre-School
ELTHAM

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1. Policy Statement

This policy outlines the procedures required to secure the Preschool and the action taken when the security system is activated or armed incorrectly. It is designed to ensure the Preschool security system is working effectively and Committee members, staff and the security company are aware of security procedures.

2. Scope

This policy applies to members of the Preschool Committee, Preschool Staff, ART Security (1300 ARTSEC) and other contractors or hired help who have access to the Preschool outside Preschool hours.

3. Key Responsibilities and Authorities

The Committee is responsible for:

- The implementation of this policy
- Approving any changes to this policy
- Knowing correct codes and passwords
- Arming and disarming the Preschool alarm correctly outside Preschool hours
- Responding to security system calls correctly outside Preschool hours.

The Staff is responsible for:

- Arming and disarming the Preschool alarm correctly during Preschool hours
- Responding to security system calls correctly during Preschool hours

ART Security is responsible for:

- Following their agreed security system checks of the Preschool
- Implementing actions as agreed to in contract (refer to contract)
- Notifying individuals in order listed in the policy outside Preschool hours.

4. Procedures

4.1 Disarming the Alarm (entering the Preschool)

- The security key pad is located in the foyer, on the wall to the right of Room 2's door.
- Key in the Preschool pin code (different codes exist for different roles in the kinder. The Director will ensure individuals are aware of the pin codes).
- Out of normal hours, the security company will then call the Preschool to confirm that people are on site. Answer the call and give the security password (the Director will ensure individuals are aware of this password).

4.2 Arming the Alarm (leaving the Preschool)

- The security key pad is located in the foyer, on the wall to the right of Room 2's door.
- Key in the Preschool pin code (different codes exist for different roles in the kinder. The Director will ensure individuals are aware of the pin codes).
- The alarm system will make a beeping sound.
- Leave the Preschool immediately, ensuring the front door is pulled closed.

4.3 Alarm Armed Incorrectly

- The alarm is armed incorrectly when an individual has not keyed in the pin code when entering or leaving the Preschool.
- This alerts the security company that the Preschool is not secure and will notify the Preschool staff or Committee members depending on the time of day.
- If during Preschool hours, the security system will notify staff. Staff will be able to rectify security problem on site immediately.

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- If outside Preschool hours, the security company will notify the following individuals in this order until an individual responds:
 1. President (Sandra Peachey)
 2. Vice President (Isabel Nalato)
 3. Director (Kim Brodribb)
- The notified individual will follow up why the alarm has not been armed properly by choosing the following:
 1. Check if there is a valid reason for the alarm to not be armed, i.e. staff are still working outside usual hours; the cleaner is on site at an unusual time, or
 2. If there is a need to do so, visit the Preschool to check and arm the alarm (note, alarm can be activated remotely), or
 3. Ask security company to remotely arm the alarm or
 4. Ask security company to visit Preschool to check and re-arm.

4.4 Alarm Activated

- The alarm is activated when an individual/s enters the Preschool when security alarm is armed and then do not disarm the alarm immediately.
- This alerts the security company that the Preschool has unauthorized individual/s at the Preschool. The security company will notify the Preschool.
- If during Preschool hours, the security system will notify staff. Staff will be able to rectify security problem on site immediately.
- If outside Preschool hours, the security company will notify the following individuals in this order until an individual responds:
 1. 1. President (Sandra Peachey)
 2. Vice President (Isabel Nalato)
 3. Director (Kim Brodribb)
- The notified individual will follow up after the alarm has activated by choosing the following:
 1. If appropriate, ask the security company to re-arm alarm without an onsite check, or
 2. If considered there is a need do so, visit the Preschool to check and re-arm alarm (note, alarm can be activated remotely), or
 3. If appropriate, call the Police to inform them of a potential security threat or
 4. Ask security company to visit Preschool to check and re-arm alarm.

Note: The staff are not required or expected to attend to Preschool security checks outside Preschool hours.

5. Authorisation

This policy was adopted by the Woodridge Preschool Committee at the 24 November 24, 2016 Committee meeting.

6. Review Date

This policy will be reviewed every year due to the availability of committee members to check the Pre School or varied earlier if necessary. The Committee will within 28 days of making any change, notify the ART Security and staff of any changes. To be reviewed November 2018.

7. Evaluation

In order to assess whether the policy has achieved the purposes the Committee will:

- Take into feedback on the policy from staff, Committee members and ART Security.
- Monitor complaints and incidents regarding the implementation of this policy.