

SECURITY SYSTEM

PURPOSE

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

SCOPE

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

PROCEDURES

The Approved Provider or Persons with Management and Control is responsible for:

- the implementation of this policy
- approving any changes to this policy
- knowing correct codes and passwords
- arming and disarming the Pre-school alarm correctly outside Pre-school hours
- responding to security system calls correctly outside Pre-school hours

The Nominated Supervisor or Person in Day to Day Control is responsible for:

- knowing correct codes and passwords
- Arming and disarming the Pre-school alarm correctly outside Pre-school hours
- Responding to security system calls correctly outside Pre-school hours
- Arming and disarming the Pre-school alarm correctly during Pre-school hours
- Responding to security system calls correctly during Pre-school hours

Early childhood teachers, educators and all other staff are responsible for:

- arming and disarming the Pre-school alarm correctly outside Pre-school hours
- arming and disarming the Pre-school alarm correctly during Pre-school hours
- responding to security system calls correctly during Pre-school hours

ART Security are responsible for:

- following their agreed security system checks of the Pre-school
- implementing actions as agreed to in contract (refer to contract)
- notifying individuals in order listed in the policy outside Pre-school hours
- completing annual testing of the security system and maintenance throughout the year

DISARMING THE ALARM (ENTERING THE PRE-SCHOOL)

- The security keypad is located in the foyer, on the wall to the right of Room 2's door.
- Key in your individual four digit code
- Each member of staff and two members of the executive committee members have a personalised security code,
- The Director will ensure individuals are aware of their pin code and is responsible for programming all codes.

- If you are at the pre-school outside of normal hours, the security company will then call the Pre-school 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).
- If you do not answer the call, the security company will then contact the Approved Providers and the Director to alert them to the pre-school being unarmed.
- Please ensure you have made the Director or the Approved Providers aware of your attendance outside of normal hours, so they can respond to the security company about who is at the pre-school and let them know how long the service will be unarmed.

ARMING THE ALARM (LEAVING THE PRE-SCHOOL)

- The security keypad is located in the foyer, on the wall to the right of Room 2's door.
- Key in your personal pin code or press the ON button.
- The Director will ensure individuals are aware of the pin codes.
- The alarm system will make a beeping sound.
- Leave the Pre-school immediately, ensuring the front door is locked and pulled closed.

ALARM ARMED INCORRECTLY

- The alarm is armed incorrectly when an individual has not keyed in the pin code when entering or leaving the Pre-school.
- This alerts the security company that the Pre-school is not secure and will notify the Pre-school staff or Committee members depending on the time of day.
 - If during Pre-school hours, the security system will notify staff. Staff will be able to rectify security problems on site immediately.
- If outside Pre-school hours, the security company will notify the following individuals in this order until an individual responds:
 - President (Ashley Rosewarne)
 - VP (John Allison)
 - Director (Kim Brodribb)
- The notified individual will follow up why the alarm has not been armed properly by choosing the following:
- 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
- If there is a need to do so, visit the Pre-school to check and arm the alarm (note, alarm can be activated remotely), or
- Ask security company to remotely arm the alarm

ALARM ACTIVATED

- The alarm is activated when an individual/s enters the Pre-school when the security alarm is armed and does not disarm the alarm immediately.
- This alerts the security company that the Pre-school has unauthorized individual/s at the Pre-school. The security company will notify the Pre-school.
- If during Pre-school hours, the security system will notify staff. Staff will be able to rectify security problems on site immediately.
- If outside Pre-school hours, the security company will notify the following individuals in this order until an individual responds:
 1. President (Ashley Rosewarne)
 2. VP (John Allison)
 3. Director (Kim Brodribb)
- The notified individual will follow up after the alarm has activated by choosing one of the following:
 - If appropriate, ask the security company to re-arm alarm without an onsite check, or

- If considered there is a need do so, visit the Pre-school to check and re-arm alarm (note, alarm can be activated remotely), or
- If appropriate, call the Police to inform them of a potential security threat

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

Note: The alarm can be activated by the motion of an insect or spider. Regular cleaning and sprating of the sensors should be undertaken.

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 all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk.

AUTHORISATION

This policy was adopted by the approved provider of Woodridge Pre-school on July 23 2025.

REVIEW DATE: December 2025