

## Security

### Policy Statement

Kids Biz OSHC endeavours to ensure the proper and appropriate security of the building from which the Service is run, by ensuring measures are in place regarding entry and access. Precautions are in place to provide adequate security for staff, children and Kids Biz OSHC's private property.

### Policy Considerations

- Occupational Health and Safety Act

### Procedure

- Only approved staff will be given a key to access the building and equipment areas.
- Extra keys will only be cut after agreement by the school/owner of the facilities being used and a record made of where they are kept.
- A cash box will be provided to keep all petty cash and important documents. Access to the cash box will only be permitted by the approved staff.
- Staff will not open the cash box in clear view of anyone.
- Staff will ensure that the building is left in a secure manner before leaving.
- Staff must ensure that all windows are locked; cupboards, safe, and other relevant areas are locked, all heating and lighting is off and all doors properly secured.
- Staff will inform the police and school/facility owner as soon as possible if there has been a break in or vandalism of the Service of any kind. Staff will remain at the Service until the police arrive or inform them of what to do.

### Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
14/07/2020	Full review

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