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| --- | --- | --- |
| QA2 | 2.3.2 | Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. |
| 2.3.3 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |

Lock Up Policy

**NQS**

**National Regulations**

|  |  |  |
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| 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?**ChildrenFamiliesEducators  
Management

**Implementation**

At the end of our service operations each day, the Responsible Person present at the Service will:

* Check all beds and cots to ensure no child is asleep in the bed or cot.
* 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. Or refer to the open and close folder to see if the child was marked off as 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
* Shut blinds
* Ensure taps and any outdoor sprinklers, hoses etc are turned off
* Lock premises.

**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: 9.01.2025 Date for next review: 9.01.2026**