

# Early Learning Centre Access Policy for Parents and Carers

## 1. Purpose and Objectives

The main objective of this policy is to ensure the safety and wellbeing of children attending Canterbury’s Early Learning Centre (ELC), while maintaining a secure environment.

Access to the ELC premises is restricted to parents and carers registered with the ELC, with stringent measures in place to safeguard the children in our care.

This document also provides guidelines for managing electronic access control at the ELC.

## 2. Definitions, Terms and Acronyms

Canterbury College	Canterbury College Ltd or any controlled entities of Canterbury College Ltd.
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## 3. Policy Scope and Coverage

This policy applies to all parents, carers and students of the ELC, as well as the ELC staff monitoring the access to the centre.

## 4. Policy Statement

By adhering to this policy, we aim to create a secure environment for our young learners, while providing peace of mind to parents and carers.

Your cooperation in implementing these measures is crucial for the overall safety and wellbeing of the children at the Early Learning Centre.

## 5. Guidelines, Procedure and Process

### 5.1 JustIn App

- 5.1.1 Digital access to the ELC is managed through the JustIn App by SALTO, which can be downloaded from Apple’s App Store or the Google Play Store.
- 5.1.2 Only registered parents and carers are authorised to enter the ELC premises using the JustIn App, and access will be granted based on the information provided during the enrolment process. The ELC reserves its right to request proof of identity, in addition to using the JustIn App at child collection time.
- 5.1.3 Where a registered parent or carer arranges for someone else to collect their child, the parent or carer must provide written consent to the ELC prior to the collection. The ELC staff members will:
  - confirm that person’s name and the child’s name they are collecting,
  - provide that person with manual access to the ELC upon arrival, and
  - verify that person’s identity that is collecting the child upon their arrival by:
    - sighting that person’s photo identity,
    - making a photocopy of this photo identity (back and front in the case of a driver’s licence) to upload to the child’s file.
- 5.1.4 A child will not be released to the collecting person without verification of the latter’s identity.

## 5.2 Identification Verification

- 5.2.1 If electronic access is not functioning, or the mobile phone app has not been downloaded, the affected registered parents and carers must present a valid photo ID for verification. The ID details must match the information provided to the Enrolment Department.
- 5.2.2 The JustIn App and SALTO keypad must only be accessed by registered parents and carers. Children must not access either of these for security and safety purposes. Parents and carers are not permitted to allow other parents and carers – regardless of whether they are known to them – into the ELC, as this constitutes a security breach.
- 5.2.3 The Canterbury College IT Department is responsible for granting database access to parents and carers for ELC door entry, and smart mobile phones are crucial for setting up this access.
- 5.2.4 Mobile numbers are unique to each parent or carer, and access will only be allowed to those people whose numbers are registered with the College.
- 5.2.5 Any updates, including but not limited to, parenting orders, access arrangements or changes to telephone numbers, must be communicated in writing to the ELC Administration.

## 5.3 Loss of Mobile

- 5.3.1 In the event of a lost mobile phone, the ELC Administration must be notified immediately.
- 5.3.2 Prompt communication of any theft or loss is essential for maintaining a secure environment within the ELC.
- 5.3.3 The Canterbury IT Department will deactivate access for any reported missing or lost mobile phones immediately upon receiving notification from the ELC Administration.

## 5.4 Deactivation

- 5.4.1 Parents and carers concluding their enrolment contracts throughout the year will have their mobile numbers deactivated in the College database. Any termination of enrolment contracts must be immediately communicated to the ELC Administration, who will inform the necessary College stakeholders.
- 5.4.2 All mobile numbers will be deactivated and access to the ELC will be removed at the end of each year. Only those parents and carers with students returning to the ELC the following year, will have their numbers reactivated on the system.

## 5.5 Non-Compliance Consequences

- 5.5.1 Any breach of this policy may result in the termination of mobile phone access and other restrictions imposed by the Head of Early Learning.
- 5.5.2 Updates or changes to the policy will be communicated promptly through official College channels.

## 6. Review

This policy will be reviewed every three years to ensure its effectiveness; alternatively, as required to meet evolving security needs.

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<b>Version Number:</b>	Version 1.0
<b>Policy Library:</b>	ELC
<b>Responsible Officer</b>	Director of Business and Finance
<b>Approval Authority:</b>	Principal
<b>Last Approval Date:</b>	15 July 2024
<b>Review Date:</b>	15 July 2027
<b>Related Policies/Procedures:</b>	Canterbury College Code of Conduct, Protecting Children in Anglican Education Policy, Guidelines and Procedures Canterbury College Child and Young Person Risk Management Strategy
<b>Acknowledgements:</b>	Working with Children (Risk Management and Screening) Act 2000; Education (Queensland College of Teachers) Act 2005.