

Access, Security, and Visitor Management Policy

1. Purpose

Y Whittlesea is committed to ensuring safe, secure, and welcoming environments for children, families, staff, and visitors by effectively managing access to premises and monitoring all visitors to uphold child safety and wellbeing.

2. Scope

This policy applies to all educators, staff, students, volunteers, contractors, visitors, and families within Y Whittlesea Early Years Services.

3. Policy Statement

We recognise that maintaining secure premises and supervising all visitors are critical to protecting children's safety and wellbeing, preventing unauthorised access, and meeting legal obligations under the Education and Care Services National Law and Regulations.

4. Key Principles

1. **Safe Access to Premises** - Gates, doors, and fencing are maintained to prevent unauthorised entry or exit. Entry and exit points are secured at all times during operation. Gates and doors must not be propped open unless supervised and safe.
2. **Managing Visitors** - All visitors, including contractors, incursion providers, volunteers, students, regulatory officers, and family visitors, must sign in on arrival and sign out upon departure. Identification must be provided if requested. Visitors are to be supervised by a staff member at all times if they are not approved educators or regular volunteers. Visitors include anyone who is not a parent/guardian dropping off or collecting their child or a rostered staff member.
3. **Authorised Entry** - Only authorised persons may enter staff-only or restricted areas such as kitchens, storage rooms, or offices. Visitors under 18 must be accompanied by an adult staff member.
4. **Communication with Families** - Families will be informed about site access expectations, including keeping gates and doors closed and reporting unknown persons on site.
5. **Emergency Management** - In emergencies, visitor sign-in requirements may be waived to prioritise safety and evacuation procedures. All visitors present must be accounted for in evacuation and lockdown drills.

5. Responsibilities

Approved Provider/Nominated Supervisor

- Ensure gates, doors, and fencing are maintained in safe working order.
- Oversee visitor management systems and staff implementation.
- Monitor compliance and address any breaches immediately.

Educators and Staff

- Implement sign-in/out procedures for visitors.
- Supervise visitors appropriately.
- Report maintenance or security concerns promptly.

Families and Visitors

- Follow site access procedures.
- Keep gates and doors closed behind them.
- Sign in and out as required.

6. Related Policies and Documents

- Access, Security, and Visitor Management Procedure
- Child Safe Environment Policy
- Delivery and Collection of Children Policy and Procedure
- Emergency Management and Evacuation Policy and Procedure
- Volunteer and Student Placement Policy and Procedure
- Family Participation and Communication Policy

7. Legislative and Industry Requirements: [Link](#) to Legislative Compliance Register

8. Consequences of breaching this policy: All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

9. Policy owner: The GM Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

10. Document Control: Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate Y People.

Version:	Description of Amendment	Amended by	Approver and date	Release Date
3.0				
2.0				
1.0	Combined security and visitor policy and split out procedure	Rebecca Davis	CEO 4/7/25	4/7/25