



**ASPENDALE NORTH KINDERGARTEN INC.**  
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## **SAFE ENTRY TO KINDER POLICY**

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### **National Quality Standard – Quality Area 2**

#### **PURPOSE:**

This policy aims to ensure safe entry process and procedures are in place at Aspendale North Kindergarten.

#### **POLICY STATEMENT**

##### **1. VALUES:**

Aspendale North Kindergarten is committed to ensuring safe entry into the service at all time.

##### **2. SCOPE**

This policy applies to the Committee, staff, parents/guardians, children, visitors, volunteers and students involved with the service and anyone who enters the service.

##### **3. BACKGROUND AND LEGISLATION**

Relevant legislation includes but is not limited to:

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2017*
- *Occupational Health and Safety Compliance Codes*
- *Education and Care Services National Law Act 2010 (National Law)*
- *Education and Care Services National Regulations 2011 (The Regulations) and the National Quality Standard (Schedule 1 of the Regulations)*

## **PROCEDURES**

The preference is that all dogs/animals remain off the premises. However, Aspendale North Kindergarten recognises that dogs/animals are a part of our community and as such will accept them outside the kindergarten provided they are:

- to remain securely tied to a leash on the right hand side of the kinder fence next to the footpath which leads to the park and tied at the public footpath end away from where the rabbits are located; and
- they must not be placed anywhere near the entrance or exit to the kindergarten.

Responsible dog ownership is expected and this means accepting full responsibility for the dog and its needs.

Aspendale North kindergarten has the right to control, restrict and prevent access to dogs and their owners into the kinder grounds at any time should there be any concerns.

Aspendale North Kindergarten is not responsible for the actions of dogs in the grounds.

Anyone bringing adult bikes to kinder should place them along the right hand side of the kinder fence next to the walkway beside kinder to prevent bikes lined along from fence.

Sibling bikes and scooters should be placed sensibly inside the kinder in the designated area so the main entrance is not blocked at any time.

## **Animals**

- dogs/animals must be under effective care of their owners at all times.
- if being left for a period time, please ensure they have water
- Owners must clean up any mess left behind

## **4. RESOURCES AND SUPPORT**

### *Training*

If appropriate, training may be provided for the staff of Aspendale North Kindergarten to deal with enquiries.

## **EVALUATION**

To assess whether the policy has achieved the values and purposes set out, the Committee will:

- monitor complaints received and assess whether a satisfactory resolution has been achieved.
- monitor and manage appropriately any incidences that may arise in regards to dogs/animals on the premises; and
- take into consideration feedback on the policy from staff, parents/guardians and Committee members.

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Aspendale North Kindergarten in 2014 and reviewed in August 2019.

**Current version: 2019.**