



# UCT EDUCARE LOCK UP PROCESS

## OVERVIEW

The lock up process is important as it is a vital security function and needs to be completed according to Health and Safety legislation. The function is to secure the building and the assets it houses to ensure that the operational aspect of the Educare runs smoothly. The lock up process should also ensure that no one, child, parent, or staff, is locked in accidentally.

### Children

All children to be in the designated classroom or play area and complete their part in the lock up process (cover sandpits, pack away toys etc.). The children should always be monitored and at 17:15 (?) they should be escorted to the entrance foyer for collection. Parents should be contacted if children are later than normal or when it's close to closing time and a child has not yet been collected.

### NURSERY CLASSROOMS

Windows	Teachers or assistants to ensure that windows are closed when done for the day. Bathrooms are cleaned and no children inside Blinds and curtains are closed completely.
Doors	All doors of empty classrooms closed and locked.
Lights	All lights are switched off except for the passages and entrance areas.
Airconditioning	Ensure that air conditioning is switched on in the morning and off when exiting the building

### PRE-SCHOOL CLASSROOMS

Windows	Teachers or assistants to ensure that windows are closed when done for the day. Bathrooms are cleaned and no children inside Blinds and curtains are closed completely.
Doors	All doors of empty classrooms closed and locked.
Lights	All lights are switched off except for the passages and entrance areas.
Airconditioning	Ensure that air conditioning is switched on in the morning and off when exiting the building

### Mini Hall/2-3 Kitchen

Windows	Ensure that all windows are closed. This includes the bathroom, laundry and kitchen windows. Blinds and curtains are closed completely.
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Doors	Lock the exit door to nursery section closed and locked using door release key – ensure that you hear the click. Once all windows are closed and children, parents and staff are out of the area, lock the exit door adjacent to the 2-3 classroom.
Lights	All lights are off except for the passage and entrance area.
Airconditioning	Ensure that air conditioning is switched on in the morning and off when exiting the building

### Bathrooms

Windows	Ensure that all windows are closed. This includes the bathroom, laundry and kitchen windows. Blinds and curtains are closed completely.
Hygiene	Check that the toilet is flushed.
Lights	All lights are off except for the passage and entrance area.

### Kitchen

Windows	Ensure that all windows are closed. This includes the bathroom, laundry and kitchen windows. Blinds and curtains are closed completely.
Doors	Lock the exit door to nursery section closed and locked using door release key – ensure that you hear the click. Once all windows are closed and children, parents and staff are out of the area, lock the exit door adjacent to the 2-3 classroom.
Lights	All lights are off except for the passage and entrance area.

### Locking of Front Door

By 17:15 all late children to sit on the mat. Under no circumstances may children be left unattended in the front section of the school. This is a security risk and a major breach of trust with parents. When the last child leaves and staff are satisfied that the doors are locked and windows are closed, the two alarm pads to be set.

Outside Lights	Switch on lights and log a call where lights are not working.
'Old' Alarm	When all doors and windows secured and staff have left the building, first punch in code for oldest alarm next to door.
'White' Alarm	This is for the perimeter sensor beams and should be armed just before staff should enter the alarm code followed by # for a delayed exit. There is an approximate 40 second delay to exit the premises.
Exit	Staff to exit immediately and lock the front door. Staff to check that alarm has been set correctly and wait in the parking lot in case it activates before finally leaving the parking lot.
Faulty Alarm	If an alarm is faulty and activates as staff leave, alarm to be deactivated and CPS to be contacted to request they log a call with Firespec. If staff are feeling unsafe, arrange with CPS as backup and they will accompany staff. [do staff have to wait for firespec – safety, family responsibility. Could CPS do extra patrols if over night and firespec attend the next day? Also, over weekend as staff can come in a Saturday if this happens on a Friday.]



Faulty Perimeter Beams	If the perimeter beams are not activated due to a technical fault, CPS can be contacted to do patrols around the building.
Loadshedding	The alarm cannot be set during loadshedding and CPS cannot be contacted telephonically. [Will CPS be able to automatically do extra checks if loadshedding time coincides with closing time?]

### Weekend / Long Breaks

The lock up process is the same as during the week but with a few changes.

Hydroboils & Coolers	Ensure both are switched off.
Existing Alarm Issues	Before the weekend or long break, ensure that any concerns or issues with both alarms are followed up and sorted out or with a contingency plan in place.
Fridges	In the case of long breaks, ensure that the fridge is clear of perishables that may expire.
Pantry	In case of long breaks, ensure that all perishables that may expire are cleared. Ensure that flour, sugar, etc are properly sealed to avoid infestations.
Chemicals	Ensure that all chemicals are properly stored and will not expire or during a long closure.
Standing orders	Cancel all standing orders for the specified time frame.
Bins	Check that all bins are cleared as this is a fire hazard but also attracts vermin.
Airconditioning	Ensure that air conditioning is switched on in the morning and off when exiting the building

### LOCK UP CHECKLIST

The checklist is provided to ensure that all the steps are completed before leaving the building. This is to ensure best practice and safeguard all stakeholders.

DAILY CHECKLIST	ACTIONED
Windows are closed, blinds or curtains are closed.	
Doors are locked only after windows are closed and the room is clear of people.	
Lights are switched off inside classrooms. Only passageway lights are on.	
Children are to always be supervised. If there are late parents (after 17:30 they are to sign the late form and follow the process.	
Alarm to be armed once all children and staff have exited the building and all the above has been seen to. Should the alarm be activated, staff to return to building to deactivate and contact CPS to log call with Firespec.	
If perimeter beams are faulty, request CPS to do patrol in grounds.	
Hydroboil and cooler switched off (weekends and long breaks)	
Fridges and pantry cleared of perishables that may expire (weekends and long breaks)	
Bins emptied before weekend or long break	



Ensure that air conditioning is switched on in the morning and off when exiting the building	
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