



Outside School Care NT

CHK 3. CLOSING (LOCK UP) PROCEDURE

To be completed in conjunction with the safety environment checklist.

DATE week beginning:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Staff to initial and date					
All areas inside/outside including toilets checked to ensure no staff or children are left on premises					
Check sign in / out sheet to ensure all children have been signed out. If not contact parents to confirm they were collected					
Room to be left clean and tidy					
Dishwasher to be emptied and left open to dry					
Dishes to be put away if dry; if not leave out to air dry					
All bins must be emptied and relined					
Toilets are checked and clean. If not clean appropriately.					
Equipment to be brought in and stored correctly					
Windows locked, Lights switched off and doord locked and alarmed.					
Responsible person in charge to check and sign off					