### SCHEDULE C

**Access and Security Policy (SAMPLE)**

1. Access to the Land shall be [*put in applicable circumstances e.g. through the school reception area, only through COHS entrance where stand-alone etc.*]
2. Patients waiting for an appointment shall wait [*advice waiting area*].
3. No one shall be permitted access to the Land when it is not in attendance by the dental health therapist, unless previously agreed by the Lessee and Lessor.
4. Patients waiting for an appointment shall be the responsibility of the Lessee.
5. The Lessor [*shall/shall no*t] be responsible for answering telephone calls where the telephone service is shared with the COHS and the dental health therapist is not in attendance.
6. The Lessor [*shall/shall no*t] supervise patients arriving at the COHS outside of clinic hours.
7. The Lessee shall supervise the behaviour of patients waiting in the waiting area and ensure that any behaviour that could be considered dangerous, such as running or rough play, is not permitted.
8. A key to the COHS shall be held by the school [*receptionist/principal/other]* for use in emergencies.
9. A key to the COHS shall be held by the cleaning service provided by the [*COHS or School*] for the cleaning of the facilities.
10. The Lessee will ensure the COHS is kept secure when not in attendance by the dental health therapist.
11. Both parties shall ensure a list with an emergency contact for anything connected with the COHS is available in the COHS and school reception area.
12. The Lessee shall be responsible for its own first aid kit which should be located in the COHS. The dental health therapist is responsible for any first aid matters while patients are waiting or under their service.
13. The Lessee shall ensure patients and visitors to the COHS coming by motor vehicle use only the parking being part of the Land or otherwise designated for use in connection with the COHS, and do not cause any obstructions on the School Site and if there is insufficient parking on the Land, shall ensure visitors park off the School Site.
14. The COHS may use the ablution facilities located [*insert details]*

This policy is to apply both during and outside of school hours.