

SECURITY

POLICY

Rationale:

- The safe keeping of the school buildings and assets against misuse, theft and damage is the responsibility of school council, staff members and the general school community.

Aims:

- To provide a secure and safe environment that protects the schools buildings and assets.
- To provide a balance between the security of the buildings and college's assets and providing reasonable access to college staff and the college community.

Implementation:

- Members of the Principal class, the contracted school cleaner, and other personnel approved by the School Council, will be the only personnel in possession of security keys for access to school building outside normal school hours.
- The school will be open between 7.30am and 5.00pm Monday – Friday (except public holidays) during the school term. Any staff members or visitors wishing to gain access to the school outside normal school hours must negotiate access with a member of the Principal class.
- School Council will employ a registered security company to maintain a surveillance of the school outside school hours.
- Staff members will be responsible for ensuring classroom doors and storeroom doors remain closed and locked when not in use.
- Students and visitors are not to remain in rooms without staff supervision.
- The college does have an alarm system. Unauthorised access to the college will trigger the alarm and an emergency response will occur. All instances of criminal activity including vandalism, arson, theft and burglary are to be reported to the police and the Office of Emergency Management (9589 6266) as soon as detected. **False alarms bear a cost of \$150.00 which will become the burden of the individual who has accessed the school facilities without permission.**
- Assets such as computers, cd players etc are not to be viewable through classroom windows outside school operating hours.
- Staff members are responsible for ensuring windows are closed and locked, air-conditioners/fans and heaters are turned off, and blinds are drawn at the end of the school day.
- Staff members will be provided with a secure location for storing personal belongings.
- All school assets will be recorded on the CASES assets register, and will be engraved or identified as school property. An annual stock take will determine the location and condition of each recorded asset.
- Staff members may borrow specific school assets for the purpose of completing school work at home, but must complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by DE&T insurance, will be borne by the borrower. Other staff who may require use of the borrowed asset should be informed of the intention to remove the asset temporarily from its school location.

Evaluation:

- This policy will be reviewed as part of the school's four-year review cycle, or at a time when major buildings works require that the security system and processes be reconsidered.

This policy was last ratified by School Council in....

Feb 2007