

# OUT OF HOURS ACCESS

## POLICY

### Rationale:

- Access to the school out of school hours is a necessity at times. However, ease of access must also be balanced against matters of security, inconvenience to others and workload.

### Aims:

- To ensure access out of hours access to the school is available to those who need access, and not others.

### Implementation:

- Generally speaking, out of hours access to the school is not available unless absolutely necessary.
- Out of school hours access to the school is generally limited to principal class members, cleaners, security staff and maintenance contractors etc, as well as individuals or groups who have entered into a facilities hire agreement with the school.
- Similarly, out of hours access to the school is available to staff members leaving or returning from excursions and camps, or similar organised events.
- The distribution of keys will be restricted to specific personnel who are responsible for the keys they are allocated and the areas that the keys open – see Keys policy. Keys will generally not be lent to others.
- Staff members with school keys can expect to spend their non-working times with their families and friends as opposed to constantly returning to school to provide access to others.
- Staff members are expected to carry out their duties during the normal working hours, and staff, parents or students cannot expect a right to return to the school out of normal operating hours unless extenuating circumstances exist.
- Staff requesting out of hours access should make mutually agreed arrangements in advance with staff with appropriate keys.
- The activation of security alarms results in costs to the school. Such costs may be passed on to the individuals whose actions activated the alarm.

### Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

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

**February 2015**

