SECURITY

POLICY

Rationale:

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

Aims:

- To provide a secure and safe environment that adequately protects the schools buildings and assets.
- To provide a balance between adequate security measures and reasonable access for authorised personnel to move freely about the school.

Implementation:

- School Council will employ security strategies consistent with the 'Securing Our School' booklet
- Members of the principal class, 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.
- 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.
- Staff members will be responsible for ensuring classroom doors and storeroom doors remain closed when not in use.
- Students and visitors are not to remain in rooms without staff supervision.
- 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, 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 Department of Education insurance, will be borne by the borrower.
- Any problems identified with the Office of Emergency Management's intruder detection system will be reported immediately on ph: (03) 9589 6266.
- All instances of criminal activity including vandalism, arson, theft and burglary are to be reported to the police and the Office of Emergency Management as soon as detected.

Evaluation:

- This policy will be reviewed as part of the school's three-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 on.... **March 2015**

References: http://www.education.vic.gov.au/school/principals/spag/management/pages/security.aspx#2