SECURITY POLICY

RATIONALE

It is necessary to have procedures which minimise the risk of theft and/or damage and to ensure the safety of staff working within our school.

PURPOSES

1. To have in place set procedures that ensure personnel safety.
2. To have in place set procedures that ensure building and equipment security.

GUIDELINES-PERSONNEL

1. All staff will be made aware once a term of safety issues when working inside and outside out of school hours.

2. Any staff alone in the school, after school hours, during weekends and holidays should take all reasonable precautions for their own personal safety by:
    - Locking themselves in after 5.00 pm, or 6.00pm during daylight saving hours.
    - Telling someone of their intentions to stay late at school
    - Have a mobile phone ready

3. If other people are in the grounds and their behaviour is threatening or worrying:
    - Do not approach.
    - Phone for support or assistance.

GUIDELINES-BUILDINGS AND EQUIPMENT

1. The security of buildings at the end of each school day is the responsibility of all staff. Teachers are expected to lock and secure rooms at the end of each day. Cleaners will unlock and re-lock when they have finished.
2. Master keys will be issued to the following people:
   Principal, Deputy Principals , Caretaker, Executive Officer, Cleaning Contractor
3. All staff have an administration building key and their own code for their relevant areas on the alarm system. Keys to the secured office cupboard will be available to principal and front office staff.
4. Equipment taken from the school site shall be entered into the equipment-out book and countersigned by a senior teacher.
5. Money handling and security is detailed in the Financial Procedures.
6. Network back-up tapes are changed on a daily basis and kept off-site overnight.
7. Refer to end of term routines for extra security measures.

CONCLUSION

To be read in conjunction with Health and Safety Policy and Financial Policy and Financial Procedures.

Initiated: August 1995 Ratified: September 1995
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Refer to NAG 4