

SECURITY

POLICY BRUNSWICK EAST PRIMARY SCHOOL

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.
- The school has a strong commitment to provide a safe and secure environment for staff, children and school community.

Aims:

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

Implementation:

- 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.
- Students will always move about the school in pairs when going to the toilet or doing errands, to increase their security and safety on the premises.
- For safety / security reasons, it is preferred that more than one person is on the school premises at any given time.
- Staff members will be responsible for ensuring classroom doors and storeroom doors remain closed when not in use.
- All perimeter gates will be locked as soon as possible after classes have begun and during the school day. The front gate will be the only entry point into the school.
- 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, 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.
- **Red Alert** cards will be housed in the bum-bags carried at all yard duty times– these are to be sent directly to the office/staffroom to get immediate assistance.
- **“Lock Down”** - On a signal over the P.A. system, all exterior doors to the building will be locked and all communication by P.A. and telephone.
- Any problems identified with the Office of Emergency Management’s intruder detection system will be reported immediately on ph: (03) 9589 6266 or to the Principal directly on 0407 512 473.
- 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.
- People visiting the school will sign a visitor’s book and wear a visitor’s badge.
- Community members and classroom helpers working in rooms will also be expected to wear an identifying badge.
- Neighbours surrounding the school are actively encouraged to assist with security through provision of contacts with Emergency Management and the Principal.

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 the 30th October 2006.