

SECURITY ON SCHOOL SITE INCLUDING BUILDINGS AND SCHOOL RESOURCES POLICY

GUIDELINES

1. To ensure all school property is kept in a secure state.
2. To ensure access to school buildings is restricted to authorised personnel.
3. To minimize the risk of theft and vandalism to school property during and after school.
4. To ensure all visitors to the school are authorised to have access to school property and personnel.

OBJECTIVES

Visitors

- All visitors to the school are to report to the office where they will be asked to sign a visitor's book and wear a visitor's name tag.
- Staff are asked to speak to unauthorized visitors in the school between 9.00 am and the end of the school day.

Keys

- Keys are issued to staff and Board Members on the understanding they will be kept in a locked place or with the staff member at all times.
- Each key provides access to a large part of the school, including the administration area and must be treated with utmost security.
- ***Under no circumstances are they to be left accessible to students or the public.***
- All lost keys must be notified to the Property Manager immediately.
- Keys are not to be given to pupils with the exception of the sport store key.
- ***Sport store key*** – teachers with responsibility for maintaining the sports store and its use in teach team are expected to ensure the storeroom is locked at the conclusion of each sports activity or lunchtime and the sports key returned to its storage place.

Buildings

- Any unattended buildings should be left secure, particularly outlying classrooms within easy access by the public.
- Staff leaving their room for periods of time are expected to act prudently and lock their room, particularly when attending staff meetings and team assemblies.
- The Property Manager will secure the school site as soon as is practicable at the end of the school day.
- Staff remaining on school site after 5.00 pm are asked to write their name and location on the security whiteboard in the foyer.

- On leaving the school site, these staff are asked to remove their names. This will enable the support staff to ascertain who is on site at the end of the day.
- The final security check will be taken by the Property Manager at 5.00 pm. After this time, teachers remaining in a building assume responsibility for its security.
- The cleaners will set the alarm on leaving the school site at finish of work where applicable.

School Equipment

- Staff using school equipment assume responsibility for its security, particularly when taken outside.
- At the end of each day, staff shall cover or hide from view any expensive equipment being stored in the room.
- Staff wishing to use school equipment for private use shall obtain approval from the Principal and record the equipment, time and date of loan, in the School Equipment Loans Book stored in the office.