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SECURITY POLICY

St. Agnes' Primary School



RATIONALE:

Keeping St. Agnes Primary School secure is a priority. In the past our school property has been maliciously damaged by vandalism and fire and subjected to break-ins and theft.

In addressing this priority the following practices and security strategies have been put in place:

- Erection of a perimeter fence.
- A heightened awareness of the need to lock and secure equipment.
- Concealment of equipment where possible by closing blinds.
- Contact with the Police made in circumstances of damage to school property, forced entry and robbery.
- Within courtyards, pruning of garden areas has taken place to increase visibility.
- All Staff members are encouraged to carry personal valuables with them at all times or to use personal lockable pigeon-holes in work room.
- All school buildings including classrooms, hall, canteen, library and administration building have been alarmed.
- Security personnel employed to check security of building out of school hours. They have a responsibility to contact the Principal or Executive when the security of our buildings is at risk, or when obvious signs suggest concern in this area.
- Playground equipment is contained within the school grounds.
- Purchase of lockable filing cabinets to store valuables in classrooms.

IMPLEMENTATION:

- Teachers to become more pro-active. This may be achieved by approaching and questioning people wandering through the school grounds and inviting these people to report to the School Office to sign the Visitors Register and wear a Visitor's Badge.
- Awareness of maintenance needs concerning security. Teachers need to promptly act on observations and give necessary details to the Principal or Assistant Principal.
- During actual school hours parents/visitors must access the School through the front office only.
- No children are to be left in classrooms for jobs or completion of activities without teacher supervision.
- When Staff members who are responsible for locking at the end of the day are absent or need to leave early, another person appointed is to complete this duty in their absence.
- If buildings are left unsecured, Staff responsible for locking duties are to feed back knowledge to those responsible
- Reaffirm to children the need for security around the school.
- Casuals and co-teachers are to ensure that rooms are locked.
- Teacher in classroom at the end of day responsible for locking windows and doors (including any sliding doors).
- Teachers need to more pro-active in regards to locking of school gates/setting alarm ie. Communication between teachers who stay after school hours.

Reviewed: February 2011
Ratified: February 2011
Reviewed: February 2014
Ratified: February 2014
Updated: March 2016
Next Review: February 2017