



St Joseph's Catholic School

Queenstown

SECURITY POLICY

RATIONALE

The safe keeping of the school buildings and assets against misuse, theft and damage is a responsibility of all members of the school community – staff, parents and students. Wilful and accidental damage to buildings, equipment and resources is expensive, inconvenient and distressing.

AIMS

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

PROCEDURES

- Staff members are responsible for ensuring that class doors and store-room doors remain closed and locked when not in use.
- **Students and visitors are not to remain in rooms without teacher supervision.**
- Any parent group members wishing to gain access to specific buildings outside normal school hours are required to negotiate access with the Principal.
- Assets such as computers, CD players, televisions, will be located in locked and secure areas.
- **All staff members are responsible for ensuring that windows are closed, computers, printers, fans and heaters are switched off, blinds/curtains drawn and doors are locked at the end of each day.**
- Regular inspections of the buildings and grounds with emphasis on security will be carried out. Areas of concern and any problems will be noted and the Principal will be notified of defects to be addressed.

- Garden plants and trees will not obscure windows or potential entry points and safety installations such as security lighting and security alarm systems will be well maintained.
- The community will be encouraged to maintain surveillance of the school outside operating hours and to report suspicious incidents to the police.
- All incidents of criminal activity including vandalism, arson, theft and burglary are to be reported to the Principal, who will arrange for the incidents to be reported to the Police.
- Staff members may borrow specific school assets, but must seek authority from the Principal to do so and must complete an entry in the borrowing book located in the School Office, including a declaration that any costs resulting from loss or damage not covered by the school's insurance, will be borne by the borrower.
- School assets will be recorded in the assets register and will be engraved or identified as school property. An annual stock-take will confirm the location and condition of each recorded asset.

This policy and associated practices will be reviewed as part of the St Joseph's Catholic School policy review cycle.

Implemented February 2006; Reviewed May 2011