SCHOOL PROPERTY SECURITY POLICY

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.

Aims:
1. To provide a secure and safe environment that adequately protects the school’s buildings and assets.
2. To provide a balance between adequate security measures and reasonable access for authorised personnel to move freely about the school within and outside school hours.

Implementation:
1. A DET employed and registered security company will maintain a surveillance of the school outside school hours.
2. Staff members will be responsible for ensuring classroom doors and storeroom doors remain closed when not in use.
3. A register of security fobs and keys distributed will be maintained.
4. Staff employed at ENPS will be provided with and trained in the use of an individually identifiable key fob.
5. Students and visitors are not to remain in rooms without staff supervision where practical.
6. Where possible assets such as computers, cd players, etc are not to be viewable through classroom windows outside school operating hours.
7. 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.
8. Staff members will be provided with a secure location for storing personal belongings. All school assets will be recorded on the CASES 21 assets register, and will be engraved or identified as school property. A stock take every 2 years will determine the location and condition of each recorded asset.
9. 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 located in the Multi Media Centre office. Any costs resulting from loss or damage that is not covered by DET insurance, will be borne by the borrower.
10. Any problems identified with the Office of Emergency Management’s intruder detection system will be reported immediately on ph: (03) 9589 6266.
11. 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.

Evaluation:
1. 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 reassessed.