



SCHOOL SECURITY POLICY

PREAMBLE

St Patrick's College is committed to providing a safe work and learning environment for all employees and students. The College is also committed to ensuring the safety of contractors, visitors, guest speakers, parents and any others who visit College premises from time to time.

In keeping with our understanding of stewardship, the College also takes responsibility for the preservation, maintenance and efficient use of our environment, plant, facilities and resources.

DEFINITION

An authorised visitor is any person who is on the premises of the College with the permission of the Principal or a member of staff.

OBJECTIVES

This policy will work towards the achievement of the following objectives:

- To protect students, staff and authorised visitors from harm.
- To ensure that the College has a record of who is on site at any given time.
- To protect physical assets from damage.
- To protect College property and property of staff, students and authorised visitors from theft or damage.

IDENTIFICATION

Identified security risks covered by this policy include but are not limited to:

- Harm to staff and students from a criminal act, committed by an unauthorised person or persons on site.
- Theft or damage of resources due to break and enter incidents.
- Malicious damage to the inside or outside of buildings.
- Fire, water or storm damage to buildings.
- Dangerous animals.

Safety of personnel may also be compromised by the actions of other members of the St Patrick's College community. This danger is managed according to the Student Wellbeing and Code of Conduct Policy and College procedures in regard to the supervision of students.

PRINCIPLES

The College will implement a number of measures to ensure security:

- A protocol for identifying staff, students and visitors and recording their presence on the premises.
- A procedure for use of buildings and grounds after hours.



- Procedures for recording and issuing keys.
- An alarm system with PIN numbers.
- A fire detection system.
- Protocols for vehicle parking.
- Procedures for lighting after hours.
- Critical Incident Policy, including lock down and evacuation procedures.
- Workplace Health and Safety Policy.
- College Premises and Buildings Compliance Policy.
- Child Protection Policy.
- Medical alert system on Sentral.
- Excursion application form and excursion permission form.
- College database (Sentral notes).
- Medication Policy.
- Locker supervision, before school supervision, station duty.
- Risk Management Policy.
- Medical action plans, eg asthma, anaphylaxis, diabetes.
- First Aid Policy.
- Administration details (school diary).

PROCEDURES

Student Attendance

- A student roll is electronically marked in pastoral each day.
- The computer database Sentral holds student attendance records.
- Students who arrive late to school must sign in at student services and are recorded in Sentral.
- A list of student absentees is emailed to staff each day by 10:30am.
- Teachers are instructed to mark a roll of student attendance in every lesson.
- If a student is absent from a lesson and is not officially recorded as an absentee, the teacher contacts the Year Coordinator.
- If students leave the College before the end of the school day, they are to sign out at student services.

Staff Attendance

- Staff who will be absent from the College on any day must notify the College through the Administration Coordinator.
- If staff leave the premises during the course of their normal working hours, they will sign out using the Sine system and sign in on their return. They must inform a member of the leadership team if they need to leave before the prescribed end of their working day.

After Hours Access for Staff

- The College is locked at 6:30pm each day.
- Staff still on site after 5:00pm are expected to lock any perimeter doors of areas they are using prior to departure.
- Perimeter gates are locked by the cleaners on weekdays.
- Staff may be issued with an alarm code to disarm the alarm after hours, at the discretion of the Principal.



- If staff disarm the alarm after hours, they must telephone the security company to inform them that they are on site and their expected time of departure.
- Staff must liaise with the Principal and/or delegate to access the College after hours. The Business Manager will inform security and maintenance staff if relevant on receipt of appropriate paperwork.

Security Patrols and Responding to Alarms

- A back-to-base alarm system is fitted throughout the College.
- If an alarm is triggered, an audible sound is heard at the College. The security company is alerted, a patrol is sent and the College personnel are informed.
- The security company has a contact list in case of an alarm – College personnel are contacted to respond.
- The security patrol may notify the Police if it is considered appropriate and necessary.
- A report is sent to the College by the security company as notification of any events or call outs.

Maintenance and Repairs

- Refer to the Workplace Health and Safety Policy and the College Premises and Buildings Compliance Policy.

External Lighting

- Perimeter lighting is activated by time switches.

Key System

- An Abloy security key system is used throughout the College.
- Electronic records of key distribution are held by the Business Manager.
- Various levels of access are available using a range of Abloy keys approved by the Administration Coordinator.

Signage

- The College is readily identifiable from signage at the St John's Road entrance.
- All visitors are directed by signs to the reception area.

Protection of Portable Equipment

- Doors to all College rooms are lockable.
- Staff wishing to make use of equipment outside the College, book the equipment through the College library.

Lock Down or Evacuation

- The College has a procedure in place for lock down or evacuation in the event of external or internal threat to security and/or safety (Critical Incident Policy).