

5.15. Security of the School Site (replacing Visitors to school policy)

Rationale

To provide a safe and secure environment for our pupils, staff and visitors

The role of the Principal/ management staff

- to ensure staff appreciate the importance of security , understand the school's policy and their responsibilities.
- That formal risk assessments are conducted by the health and safety subcommittee and reported to the Board of Trustees through the principal.
- That routine security checks are carried out by the caretaker
- All crimes are reported to the police.
- To ensure that all expensive and valuable equipment is marked as belonging to the school and that serial numbers etc are recorded (Executive officer).

Staff

- Only the school staff and board members are to have key pad entry into the school, though hire-age of certain rooms (eg. hall) can be facilitated through the Parnell Trust.
- Staff are responsible for returning expensive equipment to its appropriate storage area.
- Staff should lock their classrooms when attending whole school events such as school assemblies.
- During fundraising and sporting events all rooms not required should remain locked.
- Staff should not be alone on the school site late at night.
- The school cleaners have the responsibility to lock the school on a normal school day, but if a staff member is staying late for a meeting they can assume the responsibility for alarming the school by discussion with the cleaners.
- School laptops are the responsibility of staff (refer lap top agreement for details)
- Staff handbags should be kept in a secure place e.g. office or locked file cabinet especially when the staff member is not in the room..
- If a staff member discovers a break-in or other damage, they should ring either the caretaker, principal, or senior staff member, who ever is available.
- The school alarm monitoring company is Shore Control Ltd Ph 09 443 8003, and the response firms is Darien Rush Ltd 523 -7500
- Please lock your work area and close windows at the end of each day.

Visitors

- All visitors, including parents who wish to remove children from school for a period of time, and especially people those as company representatives, health officials, international student agents, trades people, should sign the visitors book in the main office. People who have signed reported to the office will have a sticky label visitors badge so duty staff can be assured they are permitted to be in the grounds.
- Pa The school office staff will arrange delivery of other material to children.

- Parents should make appointments to visit staff (see other policies)
- If an unknown person arrives on the school grounds, particularly when there are children outside, the nearest teacher should challenge them with a friendly “Can I help you?” If the answer appears somewhat vague or gives cause for concern, direct the person to a senior manager or the office.
- Visitors who enter from the Gladstone Rd entrances should be directed using our signage to the office in St Stephens Ave.

Weekends /Evenings

- All external doors should be kept closed. Staff should not, for example, go to the library to photocopy leaving their room open and unattended.
- All rooms that contain items potentially attractive to thieves should be locked. eg. Caretakers room, all “e” classes and computer rooms, the technology room. Laptop computers should not be left unattended or left in places where they are visible from outside the classroom.
- The gate to the staff car park must be locked by the last user.
- When visiting school out of regular hours staff should sign in using the white board in the office foyer. Names should be removed from this board as staff leave and areas not currently in use should be re-alarmed. The last staff member present should re alarm all areas.

Every day

- Windows should be closed before staff leave school.(this responsibility can be given to pupil monitor)

Periodically

- Notices will appear in the newsletter reminding parents to visit the office and “sign out” when uplifting children early.

Date _____ Signed _____ (Chair)

Review by _____

Related Policies /guidelines: Matrimonial disputes.