5.18 Security at School

Guidelines

1. Staff will be responsible for ensuring their classroom is locked, windows are shut and lighting/heating is turned off before leaving for the day.
2. Staff should lock their classrooms when attending whole school events such as school assemblies, and off site visits.
3. All staff will put away devices and lock classroom doors and sliders so that casual entry to classrooms from the roads is prevented during break times.
4. Staff bags should be kept in a secure place e.g. office or locked filing cabinets especially when the staff member is not in the room. Teacher aides are provided with lockers for personal possessions.
5. Laptop computers should not be left unattended or left in places where they are visible from outside the classroom.
6. All expensive and valuable equipment is marked as belonging to the school and that serial numbers etc are recorded (Executive officer).
7. Staff are responsible for returning expensive equipment to its appropriate storage area.
8. During fundraising and sporting events all rooms not required should remain locked.
9. The gate to the staff car park must be locked by the last user.
10. Routine security checks are carried out by the caretaker especially after school

Keys/ Alarms

11. School staff have key pad entry into the school and keys to areas of the school related to their role.
12. Keys may not be cut but can be requested through the Executive Officer.
13. 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.
14. If leaving the school after hours, staff must check if they are the last person on site and if so, set the alarm and ensure the administration doors are shut.
15. If entering the school after hours, staff must follow the after-hours procedures.