

7.3 Security and Visitors to College Site

Security and Visitors to College Site

1. Purpose of Policy

This policy is designed to promote a safe and supportive environment on the College campus.

2. Applicability

All members of the College community.

3. Definitions

4. Policy Content

Security at the College is a responsibility of all members of the community.

Staff

All staff are allocated a College master key which affords them access to all general areas of the campus. This includes gates, classrooms, stores etc. Staff are responsible for locking classrooms and staff rooms during the day as appropriate and at the end of the day as they leave the campus. All staff have a security code and should unalarm buildings if they are at the College before school hours and should realarm buildings when they leave the campus if cleaners are not on site. If a staff member is the last person on site they must also secure the carpark gate as they leave.

After Hours Access

Staff are able to access the campus on weekends and other non teaching days providing they take responsibility for the alarms and relocking of the school. All staff must sign in and out at Reception whenever they are on site for any length of time on weekends or other non teaching days including school holidays. If staff are on site after hours i.e. after 9.00pm weekdays and 6.00pm weekends they are required to unalarm the school and then ring security on 1300 007 122 and quote the security password. Staff can contact the Property Manager for the password.

Cleaners

Are responsible for the unlocking of gates in the morning and for final lock up and alarming of school buildings. Evening events or weekend activities are not their responsibility.

Property Manager is responsible for:

Up keep of Security system

Response to security notifications – this may sometimes be out of hours

The register for keys

Maintenance and allocation of alarm codes

Regular inspection of padlocks and fences as appropriate

Oversight of tradespeople on site

OHS relevant to maintenance, buildings and property and contractors

Visitors to College

All visitors to the College must report to Reception and sign in. They will be given a name badge to identify them as a visitor on site. On leaving the grounds they must sign out. Contractors will then report to the Property Manager. In the case of an emergency the visitor log will be taken to the evacuation area and used to ensure safety.

Community Events

Visitors to the College will not be required to sign in and out when taking part in community events such as carnivals, fetes, information evenings, assemblies and concerts.

Staff will supervise community events and at the conclusion of the event ensure that all community members leave the school grounds. In the case of an evacuation or lock down supervising staff will direct people to follow appropriate procedures.

Parents attending these events who wish to take their child home at the conclusion of the event can do so by informing the relevant class teacher. Parents who also wish to take their other children home, who are not involved in the event, must complete an early departure slip for each child at reception.

5. Related Documents

Emergency Procedures Policy

6. Appendix

7. Procedures

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