

SECURITY POLICY

17 March, 1999

PURPOSES

1. To eliminate or minimise the possibility for unauthorised people entering school property during school hours and creating a risk of physical harm to the health and safety of staff an pupils.
2. To do all things practicable to achieve the forgoing purpose without creating a siege mentality.

OBJECTIVES

1. During school hours the only people permitted on school property are:
 - (a) Pupils
 - (b) Staff
 - (c) Members of the Board of Trustees
 - (d) Parents/caregivers of pupils
 - (e) Anyone authorised by staff.
2. Permission for those people in category 1(d) and 1(e) may be revoked on a temporary or permanent basis by the Principal or Board is of the view that the person poses a risk to the safety of pupils or staff. Such revocation of permission may be conveyed verbally.
3. The board will erect and maintain appropriate signs, gates and fences where practicable and if financially feasible to restrict access to the school property within school hours
4. Staff members are to take an interest during school hours in people on school property and if there is cause for concern that any person is on school property without legitimate cause then such person is to be approached and directed to the Principal or school office.
5. If such person declines or fails to go to the Principal or school office then the Principal or school office is to be notified of this by the staff member.
6. If such person exhibits conduct that is suspicious or threatening then staff members should ensure the safety of pupils in the vicinity and seek immediate assistance from other staff members.
7. All staff to use their discretion to ensure that in no circumstances should the staff be placed unnecessarily in danger if threatening behaviour is being exhibited.
8. In the event of the school being advised by the Police of anyone being in the neighbourhood who had the potential to cause harm then the Principal is to notify all staff immediately and all practicable steps are to be taken to ensure that no one unauthorised enters the school property and that no pupils are left unsupervised until such time as the Police advise that conditions are safe.
9. If any unauthorised person has been on school property during school hours and who has exhibited behaviour which is suspicious or threatening then the Police are to be notified forthwith and a report provided to the Board.

EFFECTIVENESS REVIEW

This policy will be reviewed by the Board in accordance with its self review guidelines and timetable.

SignedChairperson.....Principal

..... Date

Note: