



SOPHIA
MUNDI

The Inner City Steiner School P-12

School Security Policy

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1. Policy

1.1 Background

Schools need to have appropriate security measures in place to protect school property and ensure a safe environment for students. The impact of security breaches and associated vandalism, arson and theft severely disrupts the normal daily routine of schools, adversely effects student outcomes, almost invariably places stress and tension on all the teachers and staff, and often results in the loss of valuable and irreplaceable personal resources, teaching materials and students' work.

A variety of approaches are needed for implementation of effective security. A range of strategies to help manage security risks are outlined in these procedures and guidelines.

1.2 Relevant Legislation

- *Education and Training Reform Act 2006*
- *Education and Training Reform Regulations 2007*

2. Procedures

Because of the variety of issues covered in this document, the procedures section has been divided into a number of sections each containing a combination of background, procedures and guidelines.

2.1 Equipment Identification

2.1.1 Background

Engraving identification markings on school equipment reduces the incidence of equipment theft. This can be done with the help of students, as this may increase pride and concern for school equipment by students.

2.1.2 Procedures

- An inventory of school equipment must be kept and all school equipment must be marked in the following way:
 - 'SMSS' to be used as the identification mark, followed by the school's identification number.
 - Television sets, radios, computers and other electronic equipment is to have the identification marked prominently on the chassis or case, where readily visible and where any attempt to cover or remove it would be obvious.
 - When applying markings, care should be taken when removing the casing on equipment in order to avoid manufactures warranties, or causing damage.

2.2 Key Security

2.2.1 Background

When keys are made freely available the risk of unauthorised entry is greatly increased. Therefore, a process is needed to ensure that the number of available keys is minimised and that keys on issue are carefully tracked and recorded.

2.2.2 Guidelines

The security of school keys can be protected by following these suggestions:

- minimise the number of keys on issue;
- maintain a register of all keys, including areas of use;
- maintain a register of key-holders, and keep it up to date. (the register should have each key-holder's signature and upon returning the keys, the authorised person receiving the keys must sign the register);
- recover keys from staff when they transfer or resign;
- ensure that keys are not left in locks;
- ensure that keys are not left where students can see them and that keys are not given to students;
- keeping keys on the premises well secured. Ensuring that keys do not have identification tags that indicate their functions;
- it is the responsibility of each person to keep keys with them;
- if there has been an occurrence of a suspicious nature that makes the changing of locks necessary, the date of the change and the reason should be recorded in the key register;
- in the event of the loss of a key, consideration whether to re-key or engage the services of a security guard to protect the school should be made based on where the keys were lost/stolen or if the keys identify the school;
- conduct regular audits of the key system, including:
 - checking keys against the register;
 - ensuring that all keys are accounted for; and
 - destroying all keys that are no longer in use.
- a record must be maintained of all duplicate keys.

2.3 Money

2.3.1 Background

Break-ins frequently occur just before, or immediately after, a school fund-raising activity. Even small amounts of money may attract unwanted visitors.

There is evidence that school break-ins are commonly caused by students at schools or by people known to them. Would-be thieves may be discouraged from making any plans that could lead to a forced entry into the school buildings if it is widely announced that money is not kept on school premises after hours.

Many thieves, or would-be thieves, attempt to disguise their real motives by causing wilful damage to property. This is done to confuse the investigation that will arise from their action. Actively discouraging theft can also reduce vandalism.

2.3.2 Procedures

- It must be clearly stated, in any publicity relating to fundraising, that money will not be left at the school after hours.
- All moneys collected in classrooms must be deposited at the school office. Money must not be left unattended in the classroom nor placed in a teacher's desk or cupboard for safekeeping.
- Except for petty cash, money should not be kept in the school premises over a weekend or a school holiday.
- All records containing details of the banking must be securely stored and retained for audit and reconciliation purposes.

2.3.3 Guidelines

- The use of credit card facilities reduces the amount of cash the school holds.
- Employing a security guard should be considered if large amounts of money are to be delivered to a safety deposit box at a bank.
- If banking is carried out on a regular basis, the timing and the route taken each time should vary. If the amount to be taken is large, then it may be best for someone to accompany the staff member doing the banking.

2.4 Valuable Equipment

2.4.1 Background

- Schools are prime targets for equipment theft. It is advisable to have measures in place to deter theft and retrieve stolen goods.

2.4.2 Procedures

- The implementation of security and crime prevention strategies are the responsibility of the school.
- Serial numbers of all equipment must be recorded and kept on the Assets Register.
- Staff using valuable equipment must take responsibility for the safe storage of that equipment. Where students return equipment a staff member must always make a final check to confirm that the equipment has been secured.
- It is important that all small items of equipment such as laptop computers, digital cameras and graphic calculators must be stored in secured areas. They must not be left on desks or stored in filing cabinets.
- Valuable equipment must not be left in classrooms overnight.
- All equipment on loan (including that on loan to teachers), must be recorded in a Loans Book.

2.4.3 Guidelines

- It is advisable for schools to decline publicity about new purchases. Media reports about the purchase or use of high-cost equipment such as computers may encourage theft.
- If teachers make an obvious point of checking equipment and keeping a close track of where everything is placed, it will serve as a warning to potential thieves that if something goes missing it will soon be missed. In these circumstances, offenders will be easier to catch, as thieves are aware that the longer a theft goes undetected, the harder it would be to prove who did it and to retrieve the stolen item.

2.5 Dangers of Electricity

2.5.1 Background

Schools use a very wide variety of electrical appliances in both administration areas and classrooms.

It is not practical to turn mains power off overnight or during weekends or vacations as cleaners must have access to electricity and power must be available for equipment such as refrigerators, fax machines, security lights and alarms. The best way to minimise the possibility of electrical fires is to ensure that all other electrical equipment is unplugged and safely stored after use.

2.5.2 Procedures

- Staff members responsible for the use of appliances must ensure that they are correctly stored after use.
- Appliances must be turned off at wall sockets and, wherever practical, unplugged.

- Teachers who use any form of heating equipment in the course of their lessons have a special responsibility for personally ensuring that equipment is unplugged and put away after use.
- Photocopiers must be switched off at the end of each working day (or put in power save mode). Failure to do so has caused a number of school fires.

2.6 Flammables

2.6.1 Background

The most destructive form of vandalism is arson. Many fires are lit using matches and flammable materials that have been carelessly left where intruders can easily find them. A thief may discover matches in a teacher's desk and have a sudden impulse to destroy evidence of the break-in, or may decide to take out latent hostility toward the school system by setting fire to the building.

Rubbish has been identified as one of the major fire hazards in schools. The contents of rubbish bins have often been used to start fires.

2.6.2 Procedures

- Flammable liquids, such as paint thinners and petrol, must be carefully locked away after use.
- Combustible materials must not be left lying around.
- Internal doors must be kept shut, and where practical, locked after hours. In the event of fire this procedure will assist in keeping it confined to a small.
- Paper must not be stored under buildings (demountables, etc.) or anywhere that would threaten property if accidentally or deliberately set alight.
- Rubbish bins or recycling bins must not be placed next to or against buildings.
- Plastic bins and bread and milk crates must be locked away after hours.
- Recycling bins must be emptied regularly and all paper collected removed from the school site as quickly as possible.

2.7 Lighting

2.7.1 Background

Adequate lighting is the school's first line of defence against intruders and it has been found that security lighting is a positive deterrent to would-be thieves and vandals. Some degree of illumination around verandas and car parks is usually all that is required for adequate security lighting.

2.7.2 Procedures

- There must be adequate lighting around the school, especially verandas and car parks.
- Staff members must report instances of broken or faulty lighting to the Principal.

2.8 Vandalism and School Programs

2.8.1 Background

Acts of vandalism are often committed during leisure time. Therefore, school programs that encourage students to make meaningful use of school facilities can reduce the risk of vandalism.

2.8.2 Guidelines

- Teachers have a valuable role in encouraging positive attitudes and values. However, research suggests that formal lessons aimed at combating vandalism are of little value and that focusing attention on vandalism in teaching strategies can actually lead to an increase in its incidence.
- Lessons that encourage students to more fully appreciate the overall environment may also act to deter needless environmental destruction. Environmental studies can be brought into many curriculum areas at all levels of the school system.
- Increased parental involvement with the school lessens the likelihood of vandalism, particularly among students whose parents participate in school-based activities.

2.9 Visitors

2.9.1 Background

To create a safe and secure environment as part of the school's duty of care to students, staff members and visitors, the school will have an identification system in place to ensure that all visitors to the school during school hours are authorised to be there. This will also ensure that the school has a record of all visitors in the event of an emergency.

2.9.2 Guidelines

- Visitors/contractors will be required to register their arrival at and departure from the school in a Visitors' Register. This will include printing their name and contact details, recording the date, times and purpose of the visit and signing the register. The Visitors Register template is at Appendix B.
- Visitors/contractors will be requested to produce proof of identification and a works order if on site to undertake work and will then be issued with a visitor/contractor pass which must be worn whilst on site (unless unsafe to do so because of the nature of the work being undertaken) and returned on departure. Visitors and Contractor Pass templates are at Appendix C.
- If a pass is not returned, the school will contact the visitor/contractor and ask for it to be returned.
- Staff members will be encouraged to approach anyone not wearing an authorised visitor/contractor pass, ask their purpose at the school and direct them to the school office to organise the issue of a pass.

2.10 School Cleaners and Gardeners

2.10.1 Background

School cleaners and gardeners play an important role in maintaining the security of their schools because of their presence at the school out-of hours and during school holidays. For this reason it is vital to inform cleaners and gardeners of security procedures and their responsibilities in maintaining security. Gardeners and cleaners have a vital role in ensuring that sites are clean and free from equipment that could be used to fuel fires.

2.10.2 Procedures

2.10.2.1 Cleaners

- When leaving the school cleaners must secure the school by ensuring:
 - Windows are closed and locked.
 - Non-essential appliances are switched off.
 - Internal lights are switched off.
 - Doors are closed and locked.
 - Bins are emptied and plastic wheelie bins locked away.
 - Plastic bread and milk crates are stored away.

2.10.2.2 Gardeners

- Garden beds must be kept free from rubbish.
- Compost heaps must not be established near any of the school buildings.
- All garden refuse must be cleared as soon as possible.

Guidelines

It is advisable that gardeners design the gardens so as to minimise the opportunity for potential offenders to hide or gain entry to schools. This can be achieved by keeping shrubs and bushes to waist height and pruning trees so that the canopies do not obscure clear sight of windows and other high-risk areas.

2.10.2.3 General

- Contractors must liaise with cleaners or gardeners before entering buildings.
- Cleaners and gardeners must before leaving the school check that staff members and/or contractors have left and all areas are secure.
- Cleaners and gardeners must not:
 - Leave keys in a shed or cleaners room.
 - Leave keys in door locks or padlocks.
 - Leave keys on benches, tables, etc.
 - Tag keys with the school name.
- No attempt must be made by staff members to apprehend offenders, such as vandals or thieves.
- In the event of an incident, staff must contact Victoria Police by calling 000.

2.11 Security Checklist

2.11.1 Background

In an effort to improve security at schools it is useful to induct staff members and community groups in the security procedures relevant to them.

2.11.2 Guidelines

- The following checklist is designed to assist the Principal to cover all the necessary aspects of security when training staff members and community groups:
- General Checklist
 - Evacuation procedures.
 - Conditions of key use.
 - Dealing with visitors and strangers.
 - Borrowing school equipment.
 - Reporting security breaches.
- Appendices A, B and C contains a day-to-day, term and year security checklist that should be used to aid security at the school.

Appendix A Security Checklist

A.1 Daily Checklist

A.1.1 *Electrical Equipment*

- Electrical appliances are switched “OFF” and disconnected at power outlets when not in use.
- Double adapters are not used. An approved power distribution board with inbuilt circuit protection is preferred.
- Only one heating appliance is permitted for each power outlet.
- Heaters are not pushed against furniture and walls and not placed under desks.
- Faulty power points, switches, plugs and sockets (including any with scorch marks) are replaced.
- Failed light bulbs or tubes are replaced, especially those in stairwells and along exit routes.
- Emergency leads and power cords are not run under carpets or through doors and windows, where they may become crushed, kicked or otherwise damaged.

A.1.2 *Exits And Exit Routes*

- Escape paths are kept clear of furniture, stores, machines and accumulated waste.
- Fire doors and smoke doors are not held open by wedges or other unauthorised means.
- “EXIT” doors on escape routes can be readily opened during operating hours.

A.1.3 *General Housekeeping*

- Excessive stores, unused equipment, waste material and rubbish (including cartons) are removed.
- Holding areas for waste materials are closely monitored to ensure they remain clear of exits and any excess waste materials are regularly disposed of to safe areas.
- There is no storage of any goods or equipment under stairwells or in ducts, roof spaces, etc.
- Quantities of flammable liquids are kept to a minimum, held in proper storage cabinets and correctly identified or removed to separate storage areas.
- Spillages or accumulations of flammable liquids, oils, grease, etc. are removed
- No devices with internal combustion engines (such as lawnmowers or motorcycles) are parked inside buildings other than purpose-built garages or workshops.
- Suitable rubbish bins are provided for normal waste materials.
- Furniture, curtains, towels and the like are kept clear of cooking and heating appliances.

A.1.4 *Outdoors*

- Parked vehicles do not block personnel exits or emergency access for attending fire vehicles.
- Plastic crates and rubbish bins are not stored under the eaves of the buildings or under verandas.
- Stores stacked in the open are away from the buildings and hazardous goods areas.

A.1.5 *Safes, Locks and Storage Areas*

- Secure locks and latches are fitted.

- Records and other valuables are secured in safes or similar cabinets at the end of each day. Backed-up data are removed from the site.
- Safes and secure storage cabinets are locked at the end of each day.
- A system exists for reporting damage, theft and security breaches to the Police Service.
- Valuable equipment is engraved or marked with a recommended ID product immediately it is acquired and is recorded in the asset register.
- There is clear responsibility for locking and securing the building at the close of business.
- Goods or items that can be used as ladders or to assist with forced entry are not stored in areas where unauthorised persons can use them.

A.2 Term Checklist

A.2.1 *Electrical Equipment*

- Emergency communication equipment is checked and is operating correctly.
- Portable electrical appliances and leads are checked.

A.2.2 *Exits and Exit Routes*

- Seldom-used exit doors are checked for correct operation.
- Security doors and their locking mechanisms are checked to ensure that locks do not jam or fail to release correctly.

A.2.3 *Fire-Fighting Equipment*

- Fire-fighting equipment is accessible and is not obstructed by furniture or other accumulated materials.

A.2.4 *Security*

- All fences are in good repair.
- All security lights are in good working order and lighting time switches have been set to operate in the hours of darkness.
- Undergrowth is kept trimmed back around the building to reduce hiding areas. Shrubs and bushes are trimmed to waist height and tree canopies are cut away to at least 2 metres from ground level.

A.2.5 *Outdoors*

- Long grass is cut and shrubs and trees close to buildings are trimmed. Cut materials are removed.

A.3 Yearly Checklist

A.3.1 Emergency Procedures

- Evacuation procedures exist and are regularly practised and updated (at least twice a year).
- New members of staff are made fully aware of emergency procedures, including the names of their wardens, basic fire safety practices and the location of installed fire equipment.
- Ensure plans exist for major fire services. Plans must be readily accessible for use by emergency services.
- Warden lists are maintained and are up to date.

A.3.2 Exits And Exit Routes

- Fire doors and smoke doors are capable of opening and closing correctly (that is, they swing or slide freely) and all hinges, latches, door closers, magnetic door holders, etc. operate satisfactorily.
- Fire doors and smoke doors are not damaged or have missing door furniture, leaving apertures and other unsealed openings.
- Smoke seals around smoke doors are in place and are not damaged.
- Exit and other directional signs are clearly visible. Where appropriate, test.
- Buttons are pressed to check that they will operate on the battery supply.

A.3.3 Fire-Fighting Equipment

- Fire equipment is regularly maintained, including checking of dates on service tags.
- Fire extinguishers are in place, properly mounted on brackets and of the type consistent with the sign.

A.3.4 General Housekeeping

- Warning signs for hazards are in place and are legible and appropriate.

A.3.5 Outdoors

- Anti-collision barriers are in place around hazardous goods storages and are in good repair.
- Fire hydrants are clearly marked and prominent.
- Fire hydrants are periodically flushed to clear accumulated debris.
- Roof gutters and building surrounds are kept free of debris.
- External isolating valves for services such as gas and water are clearly marked and easily located.
- Embankments around flammable liquid storage areas are in good repair.
- Firebreaks are maintained.
- Fire restrictions are observed.

A.3.6 Lighting

- All security lights are in good working order and lighting time switches are set to operate in the hours of darkness.

