

SCHOOL SECURITY POLICY

RATIONALE:

The school's security system safeguards school assets against vandalism, burglary and fire. The system must be reviewed annually.

GUIDELINES:

The school is fully protected by an alarm system and teachers are to be security conscious at all times.

- Lock away valuable equipment such as laptops.
- Lock away personal valuables in desks or cupboards to help prevent theft.
- Store valuable items out of sight, especially at weekends.
- Be responsible for locking your own classroom and any other areas used after the caretaker or cleaners have been through.
- Report any loss of keys immediately.
- Mobile devices to be locked away during break times.
- Serial nos. to be recorded in asset register.
- All equipment to be marked with selecta dna.

Reviewed: Term 3 2015


.....Chairperson, BOT

Review date: Term 3 2018