



*Learning for the future*

– Manaakitia – Mana Motuhake – Manawanui – Aroha

**Kamo Primary School**

## **NAG 4 - Policy and Procedure School Security**

### **Rationale**

Kamo Primary School must be secure at all times to safeguard against vandalism, damage, burglary and fire. This policy must be reviewed annually in order to keep our premises safe and to keep pace with ever changing times.

### **Procedure**

To keep Kamo Primary School safe, teachers are asked to manage their classrooms by closing and locking windows and locking doors. It is the responsibility of the classroom teacher to ensure their room is left secure at the end of each day.

The school is fully protected by a Concept 4000 alarm system that requires teachers to be security conscious at all times.

The school requires:

- Teachers to lock away valuable equipment such as laptops and iPads when they are not in use.
- All staff to be responsible for and lock away their own personal belongings and valuables.
- Items that may attract unwelcome visitors to be stored away on weekends to help prevent theft and vandalism.
- Teachers to report any windows and/or doors that do not shut or lock to the Caretaker.
- Any staff with keys to the school must report any loss or misplacement of these keys immediately.
- Students with mobile devices are expected / required? to hand them over to their teacher so they can be locked away and returned at the end of each day. Students who break this trust will be denied the privilege of bringing their mobile device to school.
- All equipment that is purchased by the school, or equipment that is owned by the school must be accessioned and have their serial numbers recorded on the school's asset register.
- All equipment that is funded through the Ministry of Education's Assistive Technology grant must have their serial numbers recorded on the school's asset register.
- Any valuable items left in a room that do not belong to a staff member or student in that room are to be sent to the office for safe storage.
- The Principal to inform the Board of Trustees of any changes and/or concerns regarding the School Alarm System and security in general.
- Staff who enter the building after hours or on weekends must be aware of unsetting and re-setting alarms, unlocking and re-locking doors, and checking the doors have closed and latched securely.
- Any staff who activate the alarm after hours must ring United Security Services immediately and notify them of this activation.
- Any building and security checks completed by United Security Services will be shared with the Board of Trustees by the Principal at each meeting.



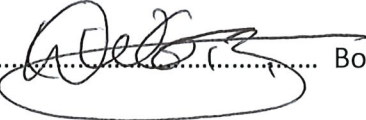
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- Teachers are to lock their classroom windows and doors when they leave at the end of the day. Do not leave this to the caretaker or the cleaners.

Signed: .....  ..... Principal

Signed: .....  ..... BoT Chairperson

Reviewed: Term 1, 2022

Review date: Term 1, 2025