1. **Rationale:**

   1.1 The safe keeping of the school buildings and assets against misuse, theft and damage is the responsibility of UGL through the OSSA, School Council and all staff members.

2. **Aims:**

   2.1 To provide a secure and safe environment that adequately protects the schools buildings and assets.
   
   2.2 To provide a balance between adequate security measures and reasonable access for authorised personnel to move freely about the school.

3. **Implementation:**

   3.1 Members of the Principal Class, the school OSSA, contracted school cleaners and other personnel approved by the School Council will be the only personnel in possession of master keys for access to school buildings.
   
   3.2 Chubb is the company currently contracted to UGL to provide security management services to the school.
   
   3.3 The OSSA, will provide all teaching staff members with a security fob and a key to their own room and office as well as any other keys and access required to effectively perform their designated duties, as determined by the Principal.
   
   3.4 Staff members will be responsible for ensuring classroom doors, office doors and storeroom doors remain closed and locked when not in use where practicable.
   
   3.5 All office and security store doors will be locked each evening.
   
   3.6 Students and visitors are not to remain in rooms without staff supervision.
   
   3.7 Portable (attractive) assets such as laptop computers, CD players, etc are not to be viewable through classroom windows outside school operating hours and will be locked in appropriate secure cabinets, trolleys, storerooms or cupboards.
   
   3.8 Staff members are responsible for ensuring windows are closed, air-conditioners/fans and heaters are turned off, and blinds/curtains are drawn at the end of the school day. Cleaners are responsible for checking that this has been completed before leaving each day.
   
   3.9 Staff members will be provided with a secure location for storing personal belongings.
   
   3.10 All school assets will be recorded on the CASES assets register as per the asset management and finance guidelines.
   
   3.11 Staff members may borrow specific school assets for the purpose of completing school work at home, but must borrow it through the school’s approved borrowing system. The borrowing of school assets carries an implied declaration that costs resulting from loss or damage that is not covered by DEECD insurance will be borne by the borrower.
   
   3.12 Any problems identified with the school’s intruder detection system will be reported immediately to the school OSSA for response.
   
   3.13 All such incidents will be reported to the Principal.
   
   3.14 Depending on the nature of the incident, DEECD Emergency Management may be informed.
   
   3.15 All instances of criminal activity including vandalism, arson, theft and burglary are to be reported to the police and the Office of Emergency Management as soon as detected.
4. **Evaluation:**

4.1 This policy will be reviewed as part of the school’s three-year review cycle, or at a time when major building works require that the security system and processes be reconsidered.

References: