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Security (Building & Grounds)

College Security

Incidents relating to the security of college premises have the potential to significantly impact the operation of the college and to disrupt student learning.

Physical security risks include but are not limited to damage to college buildings and/or equipment, theft of equipment, break and enter incidents, arson attacks, graffiti and other forms of vandalism, as well as harm to staff and students from violent intruders.

Risks associated with cyber security and security of data are not dealt with in this policy but rather through our Disaster Recovery Plan and Information Communication & Technology Policy.

Cedars Christian College's Policy

Cedars Christian College is committed to providing a safe environment for all our students, staff and visitors.

To mitigate the risks arising from security breaches, it is our policy to:

- Maintain a security program designed to ensure security of college grounds, buildings and equipment;
- Install security systems to maximise protection;
- Ensure the college grounds are secured after hours;
- Ensure personal property and college equipment is stored securely;
- Cooperate and work in partnership with agencies involved in crime prevention;
- Develop appropriate critical incident (emergency situations) response procedures; and
- Maintain appropriate insurance coverage.

Security Measures

Cedars Christian College has developed the following work practices and procedures for managing college security:

Alarm Systems

Key buildings within the college have been fitted with back to base alarm systems.

Surveillance Systems

Surveillance cameras have been strategically placed in and around the college.

Security Patrols

Regular security patrols of the college are undertaken out of college hours by a contracted security company.

Lock Up Procedures

The following lock up procedures have been established:

- All gates and college buildings are locked securely including classroom/office doors and windows;
- Security alarms are activated;
- All flammable material such as old, excess furniture, cardboard, paper, crates and rubbish bins are cleared and away from college buildings; and
- All security lighting is activated.

In most circumstances the cleaning staff will ensure the external gates are locked and alarms are activated at the end of each day.

If a staff member is unsure if they are required to lock and alarm the school grounds at any time the school please check with the Property Manager.

Keys & Access Cards

Cedars Christian College keeps keys secure by limiting the number of keys issued to staff members. An up-to-date key register is maintained to track and record all keys on issue and if any are lost or stolen.

It is a standard part of the college's end of employment procedures that keys and access cards are returned at the end of employment with Cedars Christian College.

College Property/Equipment

The following security measures are taken to protect college property/equipment (e.g. computers, digital cameras, television sets and other electronics):

- All blinds are closed in rooms where theft targeted equipment is stored;
- Flammable liquids including glue and paints are appropriately stored and secured at all times;
- Permanent college identification markings are on all equipment and recorded in the college's asset register; and
- All valuable equipment is stored securely after hours.

Personal Property

The following security measures are taken to protect personal property:

- Staff bags and valuables should be kept in a filing cabinet, lockable drawer or locked office;
- Relief teachers should keep their valuables with them at all times; and
- Students are encouraged not to bring valuables to college.

After Hours Access

Staff are able to access the campus on weekends and other non teaching days providing they take responsibility for deactivating and reactivating the relevant alarms and re-locking any doors and gates if required.

All staff must sign in and out using WOL whenever they are on site for any length of time including weekends, other non teaching days and school holidays.

Community Events

- Visitors to the College will not be required to sign in and out when taking part in community events such as carnivals, fetes, information evenings, assemblies and concerts.
- Staff will supervise community events and at the conclusion of the event ensure that all community members leave the school grounds. In the case of an evacuation or lock down supervising staff will direct people to follow appropriate procedures.
- Parents attending events held during normal school hours who wish to take their child home at the conclusion of the event can do so by informing the relevant class teacher.
- Parents who also wish to take their other children home, who are not involved in the event, must complete an early departure slip for each child at reception.

School Watch

Cedars Christian College encourages parents and people living near the vicinity of the college to participate in the community based program, School Watch, by reporting suspicious activities on college grounds after hours.

Security Signage

Security related signage is displayed at strategic locations on college fences and outside key buildings. Examples of signage deployed include:

- Security – Video Surveillance in Use on These Premises;
- Warning – These Premises are Protected by CCTV Cameras;
- All Visitors Must Report to Reception;
- Trespassers will be Prosecuted;
- No Cash is Kept on These Premises; and
- Security – This Area is Regularly Patrolled.

Recording Security Incidents

The college maintains a record of all security related incidents and uses this data to manage security related risks within the college.

Review of Security Program

The college's security program (and this policy) is reviewed on a regular (at least annual) basis to ensure that it continues to meet the college's security needs.

Workers' Responsibility

All workers must:

- Keep their personal security access code secure and must not lend it to another person to access the college premise after hours;
- Keep all college keys secure and only lend their key to another staff member where appropriate access is required;
- Lock all classrooms/office doors and windows where directed to do so as part of their daily routine;
- Lock college gates if they are the last to leave;
- Be vigilant with respect to security within the college; and
- Report any security related issues to the Property Manager.

Implementation

This policy is implemented through a combination of:

- Risk management identification and assessment procedures;
- Strategic deployment of security systems;
- Regular **workplace safety inspections**;
- Effective signage;
- Staff training;
- Effective notification strategies;
- Initiation of corrective actions where necessary; and
- Regular review of the college's security requirements.

Discipline for Breach of Policy

Where a staff member breaches this policy Cedars Christian College will take disciplinary action.

Related Policies

Armed Robbery & Cash Handling Procedures
Critical Event (Emergency Situations) Response Policy
Intervention Team & Response Procedures
Hostage Situation/Siege Policy
Suspicious Objects on Grounds Policy
Threats Received Policy
Violent Intruder on Grounds Policy
Visitor Management Policy
Workplace Inspections