

School Security Policy

This policy addresses issues in relation to:

Premises and Buildings – 3.4

Student Welfare 3.5

(See also Policies on Student Welfare, Emergency Response and Child Protection)

Introduction

This document identifies the key elements of Al-Faisal College – Auburn security management system and the ways in which we seek to improve security of our students, staff, visitors and other adults and children who may be affected by school activities.

Al-Faisal College – Auburn staff and students are a key resource and it is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

This policy should be read in conjunction with the Student Welfare Policy and the Child Protection Policy.

Al-Faisal College's – Auburn School Security Procedure

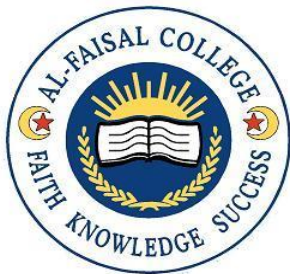
Responsibilities

Executive Principal:

- *- The Executive Principal will provide strategic direction and leadership through providing training, advice and monitoring the School.*

The School Board:

- *The School Board will ensure a security policy is in place and is monitored and reviewed regularly.*
- *The School Board will ensure that staff are aware of, and adhere to school security and participate in training where appropriate.*
- *Ensure all members of staff be issued with ID badges and will display them whilst on the premises.*

**The Head of School:**

Will have delegated responsibility for the day to day security of the School and for ensuring such things as:

- *All staff appreciating the importance of security and understand the School's policy/procedures and their own responsibilities.*
- *Staff training needs are kept under review and training arranged as and when necessary.*
- *New staff are informed of the School's security policy/procedure.*
- *Parents and students are informed of the security policy/procedure and encouraged to help ensure that Al-Faisal College - Auburn has a safe school culture.*
- *Advice will be sought from the police where necessary.*
- *All crimes will be reported to the police.*

School Business Manager/ Building Safety Supervisor will:

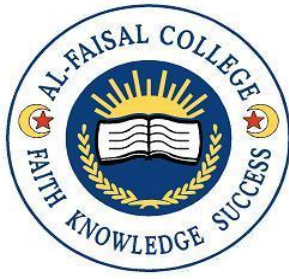
- *Maintain the security systems and equipment.*
- *Carry out regular routine security checks.*
- *Maintain a record of all security checks.*
- *Record security lapses, bring these promptly to the attention of the Head of School and review security procedures as and when required.*
- *Raise awareness of security issues.*

Staff:

Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the School.

Staff should be aware of and conform to operational procedures that affect security eg.

- *Key control procedures*
- *Visitor monitoring*
- *External door monitoring*
- *New employees will be informed of this during their induction training.*
- *All staff will be issued with ID badges and will display these whilst on the premises.*

**Students:**

- *Must report any persons on site that are not familiar to them and are not wearing either the official school ID badge or a visitor ID badge. Students should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff.*
- *Signs and assemblies/meetings will regularly remind them of their role.*

Trespass

Trespass may give rise to a criminal offence

The School is private property. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

- a) Members of staff - unless suspended for health or disciplinary reasons*
- b) Registered students - unless excluded for disciplinary reasons*
- c) Parents or guardians responsible for a student at the School - unless prevented for legal reasons.*
- d) Others – Board members, suppliers, contractors and authorised users of the premises (authority granted by the Executive Principal or Head of School only)*

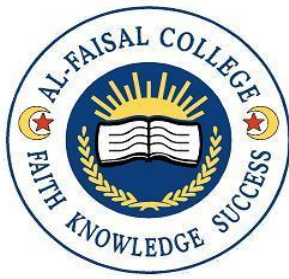
Visitor Access Control

The School operates a simple workable access control system and therefore:

- *Considers everyone who is not a member of staff or student as an intruder until they have gone through the visitor reception procedure.*
- *Provides visitors with a waiting area until they can be assisted*

Identifying legitimate visitors and monitors:

- a) Visitors are required to sign in upon their arrival and record the reason for their visit.*
- b) Departure time recorded sign in/out book*
- d) All visitors will be given an ID badge, which they will wear as long as they are on site*

**Offences Not Involving Assault**

It is an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The School may decide that incidents in or around School, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

The School is aware of, and will act on where appropriate, the criminal offences contained in relevant legislation.

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

An incident that involves physical force.

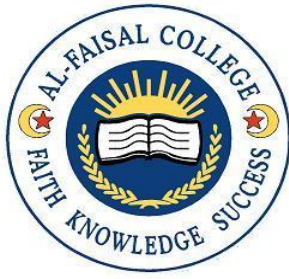
In the event of any person assaulting or battering another person, (staff, student, other adults or children involved in school activities):

- In all but minor cases the School will refer to the police any assaults which appear to involve bodily harm. The School will also report to the police incidents which take place in a public place off School premises, but in circumstances where the School has responsibility for any of those involved whether they be members of staff or students.*
- Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.*
- The School will be ready and willing to provide a substantive account of what led up to the incident.*

Offensive Weapons

It is an offence for anyone to carry an offensive weapon or knife on the School premises.

When it is reasonable to believe that a student is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil if the student agrees to co-operate. In such an event there should be a witness present.



When a student declines to co-operate, the parents / guardians must be summoned after the matter has been referred to the Head of School, followed if necessary by referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

Personal Property

Students are discouraged from bringing valuable items to school and in the event that they do so the School accepts no liability. If this is unavoidable on some occasion then special arrangements should be made in advance with the Head of School regarding temporary safe keeping.

Staff are responsible for their personal property.

Theft, Petty Vandalism, Minor Criminal Damage and Burglary

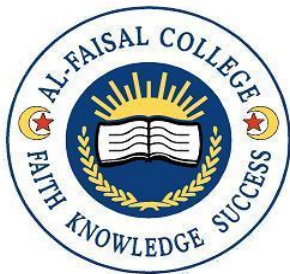
Vandalism or arson require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the premises. Under these circumstances, the school would initiate its lockdown procedures (see Emergency Response Policy).

When an intruder is thought to be present on the premises police help must be sought immediately.

Site Security

All staff are responsible for the security of buildings and property.

- *At the end of the School day each member of staff should ensure that all windows and external doors are securely fastened prior to a check by site staff.*
- *All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.*
- *Adequate security lighting is installed and maintained/monitored by site staff.*
- *Risk assessments are in place and are reviewed by the health and safety representatives annually.*
- *Property of the School is marked clearly and permanently and this is publicised.*

**Specific On-Site Security Measures:**

The following security and control measures have been put in place at Al-Faisal College – Auburn:

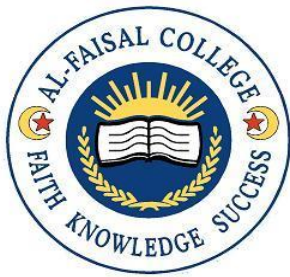
- a. 160 CCTV cameras located in playgrounds, corridors, buildings and administration blocks*
- b. PA system installed for use during lockdowns and evacuations*
- c. Swipe cards issued for access to lifts*
- d. Intercom installed at main entrance of school*
- e. Fix lights fitted for after dark security*
- f. High fencing erected around the perimeter of the school*
- g. Lockable classroom doors*
- h. Fire shutters fitted in Building A, Level 2*
- i. Maglocks fitted on doors (Building D)*
- j. Sliding fire doors (Building C, Level 3)*

Review of Safety Measures:

The College will attempt to ensure its premises remain safe by:

- Enabling strategic leadership to promote a collaborative and coordinated response to risk management
- Identifying improvements in security culture and accountability
- Implementing ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures.
- Ensuring that staff are consulted and informed about security and receive appropriate training where required whether new or existing.
- Informing parents and students of the security policy and encouraging them to help to ensure that it is effective.

Al-Faisal College



Sydney, Australia

Date of Policy:
January 2018

Proposed review date of
policy:
January 2020
*or earlier where amendments in
legislation require immediate policy
reviews*