Mansfield Primary School
Security Policy

BASIC BELIEF
The safe keeping of the school buildings and assets against misuse, theft and damage is the responsibility of school council and all staff members. There should be a balance between adequate security measures and reasonable access for authorized personnel to move freely about the school.

IMPLEMENTATION
- Members of the principal class, contracted school cleaner, and other personnel approved by the School Council, will be the only personnel in possession of security keys for access to school building outside normal school hours.
- Visitors wishing to gain access to the school outside normal school hours must negotiate access with a member of the principal class.
- School Council will employ a registered security company to maintain a surveillance of the school outside school hours.
- Staff members will be responsible for ensuring classroom doors and storeroom doors remain closed when not in use.
- Students and visitors are not to remain in rooms without staff supervision or authorization.
- Visitors are requested to report to the school office to obtain a visitor's pass.
- Staff members are responsible for ensuring windows are closed, air-conditioners/fans and heaters are turned off at the end of the school day.
- Staff members will be provided with a secure location for storing personal belongings.
- All school assets will be recorded on the CASES assets register, and will be engraved or bar-coded to identify them as school property. An annual stock take in February will determine the location and condition of each recorded asset.
- Staff members and approved community members may borrow specific school assets, but must complete an entry in the borrowing book located in the school library, including a declaration that any costs resulting from loss or damage that is not covered by DEECD insurance will be borne by the borrower.
- Any problems identified with the Office of Emergency Management’s intruder detection system will be reported immediately on ph: (03) 9589 6266.
- 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.

This policy was ratified by the Mansfield Primary School Council on – 6th June 2011

Review Date: 2014