

# SECURITY – Buildings & Facilities

## POLICY

### **Rationale:**

- The safe keeping of the school buildings and assets against misuse, theft and damage is the responsibility of all staff members.

### **Aims:**

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

### **Implementation:**

- Members of the School Executive, School Cleaning Team, Maintenance Officer, Groundsman and other personnel approved by the School Executive, will be the only personnel in possession of security keys for access to all school buildings outside normal school hours.
- Any staff members or visitors wishing to gain access to the school outside normal school hours must negotiate access with a member of the School Executive.
- The Principal will employ a registered security company to maintain a surveillance of the school outside school hours.
- Staff members will be responsible for ensuring classroom and storeroom doors and windows remain closed and locked when not in use.
- Students and visitors are not to remain in rooms without staff supervision.
- Assets such as computers, data projectors, musical equipment and so on are not to be viewable through classroom windows outside school operating hours.
- Staff members are responsible for ensuring windows are closed, air-conditioners/fans and heaters are turned off, and blinds are drawn 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 assets register, and will be engraved or identified as school property. An annual stock take will determine the location and condition of each recorded asset.
- Staff members may borrow specific school assets for the purpose of completing school work at home by negotiation with the appropriate Coordinator or member of the School Executive.
- All instances of criminal activity including vandalism, arson, theft and burglary are to be reported to the police and the CSO, where appropriate, as soon as detected.

### **Evaluation:**

- This policy will be reviewed every 5 years or as needed.