



SCHOOL SECURITY POLICY

Aim

As part of the school's strategy to keep staff and students safe and to protect school assets, Pioneer Village School makes use of a video security system. This system will be in operation inside and outside of normal school hours including vacation breaks.

Incidents relating to the security of school premises have the potential to significantly impact the operation of the school and to disrupt student learning. Physical security risks include but are not limited to damage to school 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.

Video Surveillance

The cameras are placed around the school in outdoor locations only, and inside the School Office. All cameras are linked to digital recorders.

Implementation

Pioneer Village School 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 procedure to:

- Maintain a security program designed to ensure security of school-grounds, buildings and equipment
- Install security systems to maximise protection
- Ensure personal property and school equipment is stored securely
- Co-operate and work in partnership with agencies involved in crime prevention
- Develop appropriate critical incident (emergency situations) response procedures
- Maintain appropriate insurance coverage

Privacy

To meet the requirement of the Surveillance Devices Act 1998 (WA) and to protect the privacy of staff and students, no surveillance will take place in areas or at times when staff or students have a reasonable expectation of privacy. There are signs indicating where surveillance monitoring is in place.

The School will ensure that:

- All Privacy and other laws are complied with
- Only the Principal or delegate will have access to the recorded images. Upon lawful request, the Principal or delegate will provide the police with any surveillance video required
- All recordings will be disposed of by the Principal or delegate in a timely and secure manner
- Recordings will not be disclosed except in accordance with this policy or as required by law. Disclosure of video electronic data will be on a need-to-know basis, in order to comply with the School's policy objectives
- Cameras will be used after school hours and on all non-school days.

- Signs are placed at entry points to inform the community the School has operational video camera surveillance
- Cameras placed outside are positioned only where it is necessary to protect external assets
- Surveillance cameras will not be used to monitor inside rooms
- All staff are aware of the video surveillance guidelines and practices
- The Principal will inform students, staff, and parents each school year video surveillance will occur throughout the school year and explain the purpose for such monitoring practice.
- Video surveillance equipment is in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in open and whether or not the facilities or buildings are in use.
- Video monitors are not in an area that enables public viewing.
- Conduct in publicly accessible places on school property may be incidentally recorded by video and audio devices.
- The school shall notify students, staff and the public video surveillance systems are present. Such notification will be included in various forms such as but not limited to newsletters, posted on Sentrient for staff to access, and vocalised through assemblies to students.
- Staff and students are prohibited from unauthorised use, tampering with, or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action.
- Video recordings may be used as evidence a student, staff member or other person has engaged in behaviour that violates state law or school policy.
- The school shall provide reasonable safeguards to protect the video/audio surveillance system from hackers, unauthorized users and unauthorized use.
- Video recordings are stored for of 7 school days after the initial recording.
- Actual viewing by 3rd parties such as parents and students will be limited and permitted only at the discretion of the Principal, unless otherwise required by law.
- The Principal (or delegate) will annually review and report to the School Board the effectiveness and value for money of each component of the CCTV System used to deter unlawful behaviour, misconduct or disorder. This annual review will be undertaken to assess the need for additional, removal or relocation of CCTV System components.

Security Measures

PVS has developed the following work practices and procedures for managing school security.

Alarm Systems

Key buildings within the school have been fitted with locks and intruder alarms.

Surveillance Systems

Surveillance cameras have been strategically placed around the school grounds.

Security lighting is in place around the school.

Security Patrols

If the school alarms are activated out of school hours, a contracted security company will visit the school to check for issues. The surveillance cameras are linked to apps on phones of key personnel within the school for monitoring purposes.

Keys

Pioneer Village School keeps an up-to-date register of keys issued to staff members. It is a standard part of the school's end of employment procedures that keys are returned when employment with Pioneer Village School ends.

Lock-Up Procedures

The following lock up procedures have been established:

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

School Property/ Equipment

The following security measures are taken to protect school 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
- PVS identification markings are on equipment and recorded in the PVS asset register
- 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 or storeroom
- Relief staff should keep their valuables with them at all times
- Students are encouraged not to bring valuables to school or on excursions or camp

School Watch

Pioneer Village School welcomes parents and people living near the vicinity of the school to report suspicious activities on school grounds after hours.

Security Signage

Security related signage is displayed at strategic locations on school fences and outside key buildings.

Signage deployed includes:

- Security – CCTV Surveillance in Use on These Premises 24 hours a day
- Warning - These Premises are protected by CCTV Cameras;
- Warning the alarm on these premises are remotely monitored 24 hours a day
- All Visitors Must Report to Reception

Recording Security Incidents

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

Review of Security Program

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

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Document Owner	Principal
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