



## **SCHOOL SECURITY POLICY**

### **Aim**

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.

### **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

### **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 encourages 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.

Document Group	Emergency Management
Document Owner	Principal
Last Review	2023
Next Review	2025
Distribution	Internal
Endorsed by the Governing Body 22.03.2023	