



# SECURITY

## Related Merici Policies

Evacuation and Lockdown

WHS policy

Visitors policy

## Rationale/Purpose

To ensure the safety of staff and protect college assets from theft or damage.

## Definitions

Nil

## Policy

Merici College adopts a variety of measures to keep staff and property safe and secure based on 'layers of security' including tiered keying system for lock-up, alarm and monitoring and other processes to reduce the risk of theft, loss or harm.

These measures are communicated as part of staff induction.

It is the responsibility of all staff to ensure they are up to date on these policy requirements and put in to practise.

## Procedures

Keys – College currently has a tiered level of keyed access utilising the BiLock system that is colour coded.

Staff members will be issued with key(s) by the Business Manager (or delegate) for rooms regularly used – cross referencing key number with staff member who must sign key register at issue.

Each key must guarded with utmost care by staff. The loss of some keys can mean the re-keying of significant parts of the building at significant cost. Keys should not be tagged by staff identifying them as 'Merici College'.

Any loss of a college key should be reported immediately to the Bursar who will advise options for its recovery.

### Layers of security:

The College adopts the layers of security approach to protecting assets – particularly valuable items of a portable nature. (The college keeps a register of portable and attractive items it acquires).

Out of hours perimeter (and internal) doors are locked and a back to base reporting alarm system is activated. Unless when set to auto (dis)arm, the alarm requires a code that is unique to each individual user – and can only be issued by the resident caretaker/manager or the business manager. All alarm key pad entries requires input of this user identification code, and the system keeps a log of all user code inputs.

Staffrooms – Care should be taken that staff rooms are secure. They should be locked when unattended and students should not be permitted access unless in the direct accompaniment of a staff member.

It is strongly recommended that at all times staff lock handbags and other valuables of a portable nature in filing cabinets or teacher desks or other lockable facility contained in a lockable room.

### **The College is not responsible for any damage, loss or theft of any personal property.**

Classrooms – Windows should be closed and doors locked at the end of the day. Staff on corridor duty at recess and lunch are expected to check rooms are locked. At the end of each lesson and the end of each day, staff are expected to lock the rooms. At the end of each day staff are expected to ensure chairs are placed on desks to enable cleaners to perform cleaning. Students should not be in classrooms at lunch or recess and all staff should move students found in classes at these times. Students are not allowed to eat in rooms. Staff members are not to provide food in classroom areas to students.

Out-of-Hours Access – Any staff member seeking access to the building out of hours should advise the resident caretaker/manager so that access can be provided and/or alarm user code can be issued and an information session and instruction on the college security system may be organised.

If a key is required this must be approved by the Business Manager arranged and signed in / out

Janitor's Role – The janitor in residence checks the security of the buildings at the end of each day. Staff leaving some time after the end of the school day may find some doors locked. Please relock these doors or use the side entrance at the front of the school to exit.

Staff on-site during holiday / stand-down periods must sign in using the white-board in the foyer and follow the evacuation and lockdown procedure in case of emergency.

Staff are generally discouraged from working on their own / without supervision out of hours, especially when doing any manual labour or using machinery. If working alone it is best advise the resident caretaker of your presence on site, and to keep his contact details in case of emergency.

There should be no visitors on site who have not signed in and not wearing a visitors badge or lanyard. Persons not identified as a visitor should be questioned by staff. Note: do not approach anyone if you sense danger from that person. Contact the business manager on ext 106 or reception on 100.

In an emergency, dial 000.

## Forms

Nil

## References

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Approved by: Merici Executive  
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Policy last Updated: July 2022  
Merici Contact Officer: Business Manager