

North Tom Price Primary School Security Policy



Rationale

The North Tom Price Primary School Supports the Education Department School Security Policy and works to achieve the principles of the policy. In addition there are specific environmental factors that have lead to the school developing a range of strategies to support this policy.

Staff

All staff are encouraged to wear school badges. Staff are requested to be vigilant in asking people who do not have badges for identification.

Visitors

Occasional Visitors

All occasional visitors to North Tom Price Primary School must register at the office as a visitor prior to entering the school grounds. They will be presented with a visitor's badge, which must be returned to the office prior to leaving the school. This includes, contractors and visitors.

Parent Helpers

Parent Class Helpers are required to complete a Volunteer Declaration and copies are kept at the class and office. These are to be completed annually. Teachers will keep rosters of parent helpers. These helpers are to be supplied with a badge by the class teacher.

Parents Collecting Students from School.

Parents (People) collecting Students during the school day must register at the school office. Office staff will check enrolment cards for the name of the person collecting the child. Only people listed on the enrolment card can remove a student from the educational program. The parent will be provided with a slip to be handed to the teacher to inform the teacher that the student can be released from the educational program. No student is to be released without a slip. Enrolment cards can be updated by contacting the school.

Classroom Security

All classrooms are to be locked at all times when unoccupied. Staff are to lock away all valuables or keep them on themselves, as personal items are not insured. Particular care should be taken with laptop computers. Students are not to be in classrooms while teachers are not in attendance.

Recess/Lunch Supervision.

Teachers on supervision must be punctual and vigilant. They should be continually on the move and have a noticeable presence.