



## Buildings and Grounds Security Policy

Policy Classification		
Policy Number:	Date of Origin: 2016	By Whom:
Policy Audience: Public Domain	Review Dates: Mar 2019	Next Review Date: 2021
<b>Policy Approval:</b> This policy was approved by the College Board in 2019.		
This policy supersedes all previous policies relating to matters contained herein.		

## 1.0 Rationale

Oakhill College has a requirement to ensure that all foreseeable security risks associated with access and egress are identified, assessed and eliminated where practical by implementing security measures to create a safe environment for staff and students, and to protect school property.

Security breaches and associated vandalism, arson and theft in schools severely disrupt the normal daily routine of schools, and often result in the loss of valuable and irreplaceable personal resources, teaching materials and students' work.

## 2.0 Guiding Principles

Oakhill College is required to ensure an effective access and egress control procedure is in place and a robust perimeter control is maintained. To achieve this, a variety of approaches are needed for implementation of effective security.

A range of strategies to help manage security risks are outlined in the following policy and procedures.

## 3.0 Policy and Procedures

### 3.1 Key Security

A process is to be implemented to ensure that the number of available keys is minimised and that keys on issue are carefully tracked and recorded.

#### 3.1.1 Key Security Procedures

The security of school keys is to be maintained by the following procedures. The Property manager is to:

- minimise the number of keys on issue
- maintain a register of all keys
- maintain a register of key holders and keep it up to date
- recover keys from staff when they transfer or resign
- inform Security if school keys are lost or stolen
- each person issued a key must keep their key(s) on their lanyard and on their person and not lent to others
- ensure that keys are not left in locks
- ensure that keys are not given to students
- ensuring that keys do not have identification tags that indicate their functions
- conduct regular audits of the key system
- in the event of the loss of a key, consideration is to be given whether to re-key or engage the services of a security guard to protect the school based on where the keys were lost/stolen or if the keys identify the school
- staff are to sign for and upon transferring roles and/or leaving the College, sign when returning keys. The authorized person receiving the keys must sign the register as well.

### 3.2 Lockup

At the end of each day, mobile security guards inspect the premise and secure buildings pending on programmed activities.

#### 3.2.1 Mobile Security Procedures:

*Monday to Sunday: First Run 6:00pm - 7:30pm*

- Lock all perimeter gates except front main gates
- Lock all pedestrian gates
- Ignore above items 1 and 2 if there is a large function
- Drive through premise, evaluate site activity.

*Monday to Sunday: Second Run 9:00pm - 10:30pm*

- Check on activities still running on site
- Check all buildings to assess who is still on site, ask and record
- Proceed to lock up buildings that are empty, locking doors, closing windows
- Alarm buildings where possible
- Proceed to lock school perimeters, locking gates, pedestrian gates
- Report all security issues to the Property and Maintenance Manager.

*Monday to Sunday: Third Run 11:00pm -12:00 midnight*

- Proceed to lock up all buildings, locking doors, checking windows
- Ensure all perimeter gates are securely locked
- SMS text the Property and Maintenance Manager to confirm all buildings are secured and alarms activated
- Report all security issues to the Property and Maintenance Manager.

*Monday to Sunday: Fourth Run 2:00am – 3:00am*

- Inspect that all gates and buildings are secured.

### **3.3 Static Guard**

#### **3.3.1 Friday – Saturday and Saturday - Sunday**

- Static Guard is on site from 10:00pm – 4:00am
- Every hour a Static Guard checks all doors, building perimeters, gates
- Report all security issues to Supervisor of Property Maintenance.

#### **3.3.2 Visitor Access Control Procedures**

- A sign in and sign out procedure for all visitors is located at the Llesse reception desk
- Visitors are required to sign in upon arrival and record the reason for their visit
- Visitors wait at reception to be greeted
- Visitors must always be accompanied around the campus by Oakhill College staff
- Visitors are required to sign out on departure.

### **3.4 CCTV**

CCTV is used to reduce crime and monitor school buildings to provide a safer and secure environment for students, staff, and visitors.

- The system is comprised of fixed and dome cameras
- The system does not use sound recording capability
- The CCTV system is owned and operated by the College
- The CCTV is monitored by the ICT Department and Property Manager and is accessible on desktop and mobile devices
- CCTV installations are carried out by an approved security contractor
- Placement of CCTV is determined by Senior Management and the Property Manager.

#### **3.4.1 CCTV Procedures**

- Procedures for CCTV surveillance and the review of recorded information are to be documented in the College Surveillance Policy
- CCTV warning signs are to be placed at all entrance gates, building entrances and within recording areas informing employees, students, the school community and members of the public that CCTV surveillance is taking place
- Access to surveillance information is to be limited to nominated staff members;
- CCTV surveillance is to be limited to its original purpose
- Criminal activity detected from CCTV surveillance is to be reported to the Principal
- Seek advice before investigating criminal activity detected from surveillance information
- Surveillance information is to be kept for 30 days after its recording unless required for a specific investigation

- Surveillance information will only be provided to appropriate and relevant parties at the direction of the Principal or their delegate) and in accordance with the Australian Privacy principles, and the college Privacy Policy and Surveillance Policy
- Technical advice on the purchase and installation of CCTV equipment is to be collaborated between the IT Department, Bursar, Property & Maintenance Manager and Principal.

### **3.5 Security Lighting**

Lighting is provided around buildings and car parks as a deterrent to thieves and vandals in addition to its safety function for staff, students and visitors.

Illuminated Exit signs are maintained as and where required by Fire Safety Regulations.

#### **3.5.1 Security Lighting Procedures**

- Adequate lighting is to be provided and maintained around the College, especially walkways, stairs and car parks
- Security Lighting is to be maintained in good working order
- Broken or faulty lighting is to be reported to the Maintenance Help Desk for action
- Walkway and car park lighting is to be programmed at the direction of the Principal and in accordance with seasons, events/functions, and daylight saving.

### **3.6 Security Alarm System**

All College buildings have a security alarm system fitted. Not all alarms are audible, but all send a signal to the external security service.

### **3.7 Access to the Campus and Buildings**

Access control is a means to authorize, restrict or deny entrance or exit of people and/or vehicles into a specific area. It is used to protect property, staff, students and other assets such as inventory, equipment, information and cash. The control of user access is the single most important access control mechanism. The ability to identify and restrict use based on an individual user's credentials is vital to ensuring system integrity and security. It also provides the mechanism through which inappropriate behaviour can be audited and monitored.

#### **Electronic Access Control**

- is to be difficult to duplicate
- validates or invalidates a user in seconds
- identifies who, where, and when an entry is made (audit trail)
- readily adaptable to changing security needs
- allows temporary users

#### **3.7.1 Electronic Access Control Procedures**

##### **How it Works**

- User swipes Access ID card
- Reader sends card data to controller
- Controller
  - interprets card data
  - checks time and date information
  - makes decision to grant or deny access
- Locking device receives signal from controller to unlock OR remained locked
- Activity is logged or recorded on output device.

##### **How to Apply for an Access ID Card?**

- Access ID swipe cards are issued to all College staff for access to doors and printers
- An Access ID Card form is available from the IT Help Desk
- IT Department issues a swipe card with the user's identification photo
- The user then proceeds to the Property Manager to establish permission for the swipe Access ID card
- The Property Manager checks with Management for levels of authorization.

#### Conditions of Use

- User must wear the security swipe card on them at all times.
- Access ID cards must not be shared with other staff or students
- In the event of a lost or stolen Access ID card, staff are to immediately notify the Property Manager to revoke access
- Be aware that all user Access ID card activities are registered to a log file.

#### **3.7.2 Procedure for Accessing the College in Normal School Hours (6:30am-9:00pm)**

- Normal school hours are 6:30am to 9:00pm, Calendar School days
- Various College building doors will commence lockdown from 5:00pm
- All staff will be able to access buildings using their ID swipe card in normal school hours subject to permission granted.

#### **3.7.3 Procedure for Accessing the College Outside Normal School Hours**

##### **Access on Saturday for Sports Staff/Coaches**

1. Sport Staff - alarms are switched off at 6:00am in the CSC Courts, CSC Foyer, CSC Undercroft, under Benildus Hall, and the PDHPE Staffroom. For general coaching staff there is no change to normal weekday access permissions. All other alarms are active.

##### **Access on Saturday & Sunday for All Staff**

1. Plan your weekend and inform the Property Manager during work hours during the week.
2. If unexpected access to the campus and/or buildings is necessary, text the Property Manager **prior** to arriving on the property with the following information:
  - Your full name;
  - Expected arrival and departure time; and
  - Building/s you wish to access.
3. Each building and/or room may have more than one sensor that are not synchronized and needs separately disarming e.g. access through one door may not disarm the other end of the corridor or other floors.
4. To access buildings, swipe your access card (staff ID card) and the door should unlock. The alarm will be disarmed **ONLY IF** you have informed the Property Manager.
5. The reader light will turn green and the door striker will unlatch for 3 seconds, then pull or push on the door within this time frame to open the door. If unsuccessful, repeat this process.
6. If the reader light stays red, either the system is not responding, or you are not permitted to access this area. Text the Property Manager and inform him of your situation.
7. When entering the DE or Adrian Building which has both swipe and key access, only use the swipe access as this will disarm the alarm (if the Property Manager has been notified in advance). The key does not disarm the alarm at any time.
8. When leaving the property:
  - Turn off electrical equipment, air-conditioning and lights.
  - Lock all windows and doors behind you.
  - Text the Property Manager and provide:
    - Your name
    - Which building you have accessed
    - Time you are leaving the property

#### **3.7.4 Procedures for Accessing the College Buildings and Grounds for Special events**

Access procedures for building and grounds for special events are set out in the Special Events form on the College Internet.

## **4.0 Policy Review**

The College Principal is to ensure that this Policy is monitored and reviewed to ensure it is up to date with all legal requirements and legislative changes and reviewed according to the policy review schedule.

## **5.0 Explanatory Notes**

Keys refers to both traditional metal keys and electronic cards.

## **6.0 Related Policies, Procedures and Support Documents.**

- Safe School Policy
- Workplace Surveillance Policy
- Work Health and Safety Policy