

Security Policy

UNDERLYING PRINCIPLES

Protection of the school's assets, including physical assets, information assets and personnel assets, is fundamental to the business of the school. Appropriate measures are required to guard against loss or theft of facilities, personal information, intellectual property and other works. In the event of threats such as fire or acts of terrorism, the risk to personnel should be minimised.

PROCEDURES

Physical security

1. A register of people who have access to keys and alarm codes ("Keyholders") shall be maintained.
2. A procedure for Keyholders shall be established for securing the premises.
3. All Keyholders shall provide evidence of a successful Police Check in accordance with the Police Check policy.
4. Gates, doors, windows, locks, alarm systems, CCTV and any other security devices shall be tested regularly and appropriately maintained.
5. Equipment shall be stored in facilities that offer security appropriate to the value of the equipment.
6. Appropriate deterrent measures shall be used, including clear identification of school property, prominent signage showing security contact information, and rapid cleanup in response to vandalism.

Information security

1. Information management procedures shall be in step with industry standard practice concerning data backups, password policies, fire walling and intrusion detection, and shall be subject to regular audit.
2. Confidential information in paper or electronic form shall not be distributed further than necessary and shall be stored with a level of security that prevents unauthorized access, and shall be disposed of properly when no longer required.

Personnel security

1. Response plans shall be established in case of fire, toxic hazard, terrorist act, violent intrusion or hostage situation.
2. Staff and students shall maintain a familiarity with the above response plans through regular drills.

Personal security

No individual shall carry any form of weapon, even for the purpose of self-defence, while on school premises.

Insurance

In case a loss is incurred, insurance policies for facilities and personal injury shall be maintained to a level such that any excess costs are within the school's capacity to pay, based on a suitable risk analysis.

BASES OF DISCRETION

RESOURCES

Agreed Campus Procedures 2007 (GGLPS/WVPS); Joint Use Agreement (GGLPS/GGLF)

After Hours Use of School Facilities Policy; Police Checks Policy

Staff Handbook; extracts, as they pertain to parents and students are produced in the Parent Information Book; policy is also found on the School website

REVIEW DATE August 2008

SIGNED

A handwritten signature in cursive script, appearing to read "M. Kelly".

DATE 26th August 2007