

# Security

## Part II Section B 1

### Policy statement.

We aim to ensure the proper security of the building and staff by ensuring measures are in place regarding entry and access to the building.

### Considerations.

Occupational Health and Safety Act.

### Procedure.

- \* Only approved staff and Management Committee members will be given a key to access the building and equipment areas.
- \* A key register will be maintained that indicates the person's receipt of the key, date received, and the date returned on completion of employment or completion of term as a member of the Management Committee.
- \* Extra keys will only be cut after agreement by the Management Committee and School Principal the whereabouts of the new keys recorded.
- \* A safe place will be provided to keep monies and important documents. Access to the safe place will only be permitted by approved staff and management committee members.
- \* Staff will ensure that the building is left in a secure manner before leaving.
- \* Staff must ensure that all windows; cupboards, monies, and other relevant areas are locked. All heating and lighting is off and all doors properly secured.
- \* Staff will inform the police and the committee as soon as possible if there has been a break in to the Centre of any kind.
- \* Staff will remain at the Centre until the police arrive or inform them of what to do.

**Reviewed and updated by committee on 31<sup>st</sup> March 2010**