

School Safety and Security Policy and Procedures

July 2022

Summary

This policy applies to Community Language Schools SA and all member schools..

Table 1: Document Details

Policy Number	ES22
Related Policies	All Community Language Schools Policies and Procedures
Version	2.0
Created By	CLSSA Policy Officer
Reviewed By	CLSSA Executive Officer
Applies to	All Community Language Schools
Key Words	School security; Safety; Vandalism; Graffiti; Theft; Fraud; School property; Valuable items; Student safety; Staff safety; Security checklist; School personnel
Status	Approved
Approved By	CLSSA Board <i>(Administrative updates approved by Executive Officer)</i>
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Review Date	December 2023
Notes	Administrative update only

Table 2: Revision Record

Date	Version	Revision Description
March 2017	1.0	New policy developed
30 th June 2019	2.0	<ul style="list-style-type: none"> • Amend policy to make it generic by replacing individual school details with "Community Language Schools" • Separated Security Checklist from policy content and created ES22A; Added ES22B: Security Breach Report • Changed Work, Health and Safety to Work, Health and Safety Act 2012 in key words • Adjusted hyperlink on references • Changes in 'Created By' and 'Reviewed By' in Table 1; Changed Contents to Table of Contents; Reformatting of table and titles; Added new key words; Changed Further Documentation to References and Other Documentation; Formatting of policy
18 th January 2021	2.0	Administrative update only
December 2021	2.0	Changed policy name from School Safety and Security Policy to School Safety and Security Policy and Guidelines
July 2022	2.0	Administrative update only

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School Safety and Security Policy

Introduction

Community Language Schools want to create a safe environment for all school personnel, students, volunteers during school hours. Community Language Schools have a dedicated policy (**ES08**: Emergency and Critical Incidence Policy and Procedures) which outlines the procedures in the event that a stranger, intruder or a visitor becomes violent whilst on school grounds. This policy outlines the procedures in the event of vandalism, graffiti, theft, fraud, and school security. This policy is based on Standards Australia – Fraud and Corruption Control.

Definitions

Equipment is defined as any non-consumable item that is not otherwise defined as land, buildings or infrastructure.

Fraud is the wrongful or criminal deception intended to result in financial or personal gain, or unjustifiably claiming or being credited with accomplishments or qualities. Fraud may involve the misappropriation of assets, and/or the manipulation of financial reporting.

Policy

To reduce the risk of theft or vandalism to Community Language School's equipment and property, the school has identified the following areas where safety or security breaches may occur and ways of reducing the risk.

Protecting School Property

Community Language Schools have several assets and may purchase new assets. All equipment that can be easily moved or carried will be marked, and securely stored to prevent theft or damage. The following guidelines will be used by Community Language Schools for marking school property:

- An inventory of equipment and property will be kept and maintained by Community Language Schools. The inventory will assist if there is a need to make an insurance claim, report a theft and to manage finances.
- Televisions, radios, tape recorders, digital cameras, audio equipment, computers, tablets, projectors and other electronic equipment will be marked with the school name prominently marked on the item, where readily visible and where any attempt to cover or remove the markings will be obvious.
- Community Language Schools will take care when marking any item that any markings will not void manufacturers warranties, cause damage or create a risk to safety.

Guidelines for storing equipment

Currently, Community Language Schools may own laptop computers, digital cameras, tablets or other valuable equipment. To minimise theft or damage of valuable property, Community Language Schools will ensure:

- Valuable equipment should not be left on desks when the classroom is unattended
- Teachers using valuable equipment are responsible for the safe storage of equipment
- School personnel to sign a register when taking equipment from a secure area and when returning equipment
- All valuable, electronic equipment used during class time to be returned to the Principal

It is the responsibility of the Principal to:

- Apply permanent identification markings of school equipment, such as a school stamp on books, DVDs;
- Securely store all valuable equipment
- Record the serial numbers of all electronic equipment
- Photograph all valuable equipment
- Maintain an inventory of valuable school equipment
- Conduct an annual stocktake of equipment
- Implement measures to reduce the likelihood of school vandalism
- All crimes to be reported to the police

Vandalism

Vandalism is the deliberate destruction or damage of property. Community Language Schools have implemented educational programs that encourage students to make meaningful use of the facilities and equipment available and that will minimise the likelihood of vandalism. Any vandalism found will be reported to the Principal of an Community Language School, as well as the site leader of the property. Students who have been found to wilfully damage or destroy property will have a meeting with the school Principal. The parents or caregivers of the student(s) will be contacted to discuss the issue as well as the measures that will be taken to repair the situation. Community Language Schools will follow the procedures for inappropriate behaviour as outlined in the Behaviour Management Policy and Procedures.

Responding to Graffiti

Graffiti is a type of vandalism and is the intentional damage of property that can take many forms including writing, drawing, marking, scratching, etching or posting something on any property. Graffiti is against the law unless prior consent is given by the owner in which the graffiti will appear. Community Language Schools will undertake the following procedures if graffiti is detected:

1. *Take a photograph of the graffiti* (this may help identify the graffitist)
2. *Keep school personnel informed* (school personnel will be shown photographs of the graffiti so that they are aware of what it looks like and identify other incidences of graffiti)
3. *Educate for prevention* (school personnel will inform students of the expectations of the school and that graffiti of any nature is unacceptable)
4. *Inform the mainstream school* or site leader who manages the property where an Community Language Schools held
5. *Quick Removal* (cleaning products to remove the graffiti will be supplied to any person found to be intentionally damaging school property by graffiti).

Theft

Theft is a criminal act in which property is taken intentionally from another person or organisation without prior consent. Community Language Schools will involve the police via the police assistance line (131 444) or in an emergency on 000 when items of significance are stolen.

Students are encouraged not to bring valuable items to school. If valuable items such as laptops or tables are required, these items are to be securely stored when not in use and not left in bags that are unattended. Any valuable equipment brought to school as requested by a teacher will need to be clearly labelled with the student's name.

If a student at Community Language Schools intentionally steals property from another student, the school will:

- Liaise with and report back to the victim's family
- Inform and meet with all parents/ caregivers
- Consider calling in the police depending on the value of the item and whether the item has been returned
- Follow the procedures outlined in Community Language Schools **ES35: Behaviour Management Policy and Procedures**
- Arrange restitution
- Arrange a restorative meeting of all people involved
- Inform parents of external resources that provide counselling if required.

Disciplinary action will be taken by the school in the event that a teacher intentionally steals property from a student, colleague or the school. This may include a warning, temporary leave until the matter has been fully investigated, dismissal and/or taking legal action.

Fraud

Fraud can have a significant impact on an organisation and Community Language Schools have implemented the following measures for preventing and reporting fraud:

Preventing Fraud

School personnel at Community Language Schools have a responsibility to contribute to eliminating fraud and corruption. Community Language School staff code of conduct outlines the school's expected standards of ethical conduct. Risk assessments are undertaken by Community Language Schools to identify financial or fraudulent risks and ways to manage identified risks (refer to **ES02**: Risk Management Policy and **ES02C**: Risk Management Checklist). All decision-making processes pertaining to the school need to be made by the management committee reducing the possibility for unethical practices and poor decision making.

Reporting Fraud

Anyone, including a member of the Community Language School community can report suspect fraud to the school Principal, or school management committee. The principal will investigate the allegation and if necessary, refer the matter to the police. Anonymous reports are encouraged and treated in the same way as formal reports and need to be taken seriously. Community Language School will respond to anonymous allegations in the same manner as formal complaints. Fraud can also be reported to Community Language Schools SA (CLSSA) or The South Australian Police (SAPOL).

Disciplinary action will be taken by the school if a school personnel is alleged to have committed fraud. This may include a warning, temporary leave until the matter has been fully investigated, dismissal and/or taking legal action.

School Security

Maintaining school security is important as it ensures school personnel and student safety and reduces the risk of vandalism or theft. Community Language Schools has developed **ES22A**: Security Checklist, a checklist that outlines the procedures for checking the school premise at the end of the school day. The checklist will be conducted by the school principal (or a designated person) upon leaving the school.

It is the responsibility of the Principal to:

- Manage key security
- If multiple keys are issued, keep a key register
- Ensure keys are kept unmarked

- Ensure all classrooms and buildings are secure, windows closed, and doors locked
- Report any security breaches to the mainstream school Principal, site leader, landlord or owner.

The school Principal must be informed in the event of a lost or stolen key(s).

School Safety

Traffic around schools can be busy. Community Language Schools have implemented the following procedures for dropping students at school and picking up students from school.

- Young students are to be escorted to the classroom
- Parents who drive their children to school must adhere to all road signs and rules around the school
- Vehicular access is restricted around the school
- No vehicle is allowed to drive into school grounds while students are present
- Parents are to use the specified gate to drop off and pick up their child/children
- Students who ride a bike to school are to leave their bikes in the bike rack and are required to bring a chain and lock to prevent theft.
- No bikes, skateboards, or scooters are allowed to be used during break time
- Students who make their own way home, must immediately leave the school, and are not permitted to play in the school grounds

General Safety

- Remove all rubbish from the classroom and dispose of rubbish appropriately
- Do not block access to any firefighting equipment or emergency exits
- The principal and/or teachers must have telephone access (personal mobile or other) in the event of an emergency

School personnel Safety

School personnel safety is of great importance and Community Language Schools endeavours to make the school a safe learning environment. At the start of each school year, school personnel will be provided with a school personnel information pack that provides details of all school policies and procedures. Regular communication throughout the school year will also ensure school personnel are provided with and remain up to date around safety matters.

Student Safety

Parents entrust their child/children to the care of teachers and school personnel during school hours. To ensure students are always kept safe at school, Community Language Schools will frequently communicate with parents and caregivers about the safety measures that the school has in place. At the start of each school year, parents and caregivers will be provided with an enrolment pack that provides details of how the school will communicate with students, parents and caregivers. Regular communication throughout the school year will also ensure parents and caregivers are provided with and remain up to date around safety matters.

Community Language Schools have a set of policies that cover various aspects of student and school personnel safety. These policies are implemented by Community Language Schools to ensure the school is a safe learning environment. Policies are available on the Community Language Schools SA website (<http://www.clssa.sa.edu.au/policies-for-ethnic-schools.html>).

It is the responsibility of all school personnel to be informed, and up to date of all Community Language School policies. School personnel are welcome to view the set of policies and can make an appointment with the principal to discuss and safety concerns. Parents and caregivers are welcome to view the set of policies and can make an appointment with the principal to discuss and safety concerns.

Safety Breaches

Breaches of safety are of great concern to Community Language Schools. Any safety breach must be reported to the principal. Community Language Schools has developed **ES22B**: Security Breach Report, a checklist that outlines the procedures for reporting security breaches in the school premise. A risk assessment (**ES02A**: Risk Management Checklist) will be conducted and safety measures will be put in place to minimise the event reoccurring. Policies and procedures will be reviewed and updated accordingly.

References and Other Documentation

- Government of South Australia: Attorney General's Department (December 2016); Criminal Law Consolidation Act 1935 - [Criminal Law Consolidation Act 1935 | South Australian Legislation](#)
- Government of South Australia: Department of Communities and Social Inclusion, (February 2013); Fraud and Corruption Control Plan - [fraud-and-corruption-control-plan.pdf \(dhs.sa.gov.au\)](#)