



S^tPATRICK'S
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 1.9

Security

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POLICY

It is St Patrick's Technical College's policy to establish security standards and controls in order to safeguard employees from harm and to protect the security of College property.

Guidelines for the protection and safety of students attending the College are specified in *Policy 5.8 - Child Protection*.

Guidelines to ensure the security and safety of anyone entering or exiting the College are specified in *Policy 1.11 - College Entry / Exit*.

GUIDELINES

1. Senior management is responsible for planning and managing security and controls to safeguard employees and College property.
2. St Patrick's Technical College maintains lock and/or key control access to the College premises and certain internal areas, and to certain files and record storage systems. Lock and key control access to one or any of these areas will be issued only to authorised personnel.
3. Employees issued with lock and/or key control access:
 - 3.1. are prohibited from using their authorised access for any purpose other than authorised use;
 - 3.2. are prohibited from giving any other person access to or use of their lock and/or key controls;
 - 3.3. are responsible for ensuring the safe custody and proper care of their lock and/or key controls.
4. The College's general business hours of operation are from 8.15am to 4.30pm. During business hours, visitors to the College may enter the administration/reception area. Certain regulations apply in these circumstances:
 - 4.1. customers or clients, visitors including vendors, service people, parents, industry partners, former employees (and so on), may only access other areas of College premises while under continuous escort by an employee – refer to *Policy 1.11 - College Entry / Exit*;
 - 4.2. all persons entering College premises are to sign in and sign out using the "Visitor Sign In / Out Register" located on the reception desk - refer to *Policy 1.11 - College Entry / Exit*.
5. Anyone observing unescorted individuals in restricted areas is required to report the matter to management.
6. The College premises and facilities are protected by an alarm system which is armed outside of business hours, and may be armed during business hours. Security checks and patrols are conducted regularly outside of business hours.
7. Staff accessing the College after hours are to ensure security procedures are followed (e.g. alarms de-activated and re-activated appropriately; gates, buildings and offices securely locked when leaving); refer to *Policy 1.11 - College Entry / Exit*. Visitors accompanying staff after hours are the responsibility of the staff member.



8. St Patrick's Technical College reserves the right to inspect parcels, containers or bags on removal from College premises.
9. In the case of suspicious behaviour or activity or theft, an employee should report the occurrence to his or her line manager or the Principal.
10. Employees are responsible for the safekeeping and security of their personal property on College premises.

Keys and Security Code Access

The Operations Manager is responsible for the issuing of keys and/or security codes to employees on an as needs basis.

For security purposes the issuing of master keys is to be kept at a minimum.

RESPONSIBILITIES

The **Operations Manager**, or delegate, will:

- Store all keys in a secure environment;
- Keep a register of personnel who are issued with keys and/or security discs;
- Organise the duplication of keys on an as needs basis.

Employees will:

- Acknowledge receipt of keys and/or security discs by signature;
- Return all keys no longer required to the Operations Manager and acknowledge return by signature;
- Ensure College premises are secured, especially if present out of hours;

Note: College premises are protected by a monitored alarm system. Care must be taken to ensure the system is disarmed on entering and armed on exiting the College.

It is the responsibility of the last staff member to exit the college to ensure the security alarm is armed and all doors / gates locked.

- Report lost keys and/or security discs immediately to the Operations Manager.

RELATED POLICIES

- *1.11 – College Entry / Exit*
- *1.12 – Staff Computer Network, Internet & Email*
- *5.8 – Child Protection*