SECURITY RISK MANAGEMENT POLICY

Rationale

- Schools may reduce criminal acts by making potential targets/assets inaccessible or unattractive and by making the activity too dangerous or unprofitable for the offender by:
    - spreading the risks through physical, electronic and procedural security measures that deny, defer, delay or detect criminal activity
    - reducing, removing, transferring or accepting some risks
    - installing a Department funded and monitored intruder detection system (where the school meets appropriate risk criteria)
    - using school funds to install a closed circuit television system (CCTV) with Departmental approval via the Manager, Security Services Unit.
- The installed system must comply with legislative and departmental requirements and must not be hidden or covert or used:
    - in private locations such as toilets
    - in change rooms or staff rooms.
    - to monitor student or staff performance.
- The DET centrally funds the installation and maintenance of intruder detection systems at schools that meet appropriate risk criteria. It also monitors alarm systems and responds to alarm activations via its 24-hour coordination centre.
- Schools that have an intruder detection system installed must pay for:
    - the ongoing transmission of data between the school and the alarm monitoring centre
    - any costs associated with extensions, modifications or systems which are not part of the centrally-funded program.
- Schools must contact the Security Services Unit before any system changes begin.
- Schools must ensure that staff are trained in its use and know the implications of unintentional alarm activation and alarm systems are turned off whenever staff enter an alarmed building.
  Warning: Failure to turn the alarm system off immediately on entering the building causes an unwanted alarm at the coordination centre resulting in police and private security contractor response.
- DET may recover costs from schools in cases where school personnel have activated the alarm and heaters and air conditions left on have triggered the alarm systems.
- Schools seeking to install CCTV must obtain prior approval from the Manager, Security Services Unit.

Purpose

- To reduce situational crime at Footscray North Primary School.
- To implement a range of prevention strategies to reduce the opportunity for people to commit criminal activity on school premises.
- To ensure the school is aware of DET policy and guidelines.

Implementation

- School Council will consider the situational crime prevention strategies available to it.
- Such strategies may include:

Target Hardening	Installation of: ° locks ° window film ° window and door grilles ° computer-locking mechanisms
Environmental Design	Use of natural surveillance measures i.e. ° trimmed foliage ° lighting ° fences ° signage
Electronic Systems	Installation of: ° alarms (intruder detection systems), communication methods ° CCTV
Policies	Document requirements for: ° asset marking ° secure equipment storage and location
Procedures	Implement: regular/daily checking procedures window and door locking practices regular equipment audits.

- If the school installs CCTV such installation will comply with legislative and Department requirements.
    - ° Cameras may not be used:
        - · in private locations such as toilets
        - · in change rooms or staff rooms
        - · to monitor student or staff performance.
    - ° Hidden or covert cameras are also prohibited.
- The school will report criminal activities, including vandalism, threats of assault, arson and burglary, are to be reported without delay to the police and to the Security Services Unit.
- The school recognises that private security contractors attend school alarm activations and provide key access to buildings for attending police.
  Note: The police have primary responsibility for searching for and apprehending offenders.
- Please refer also to the school's *Risk Management Policy.*

Evaluation
- The policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update mid-May 2018).

This policy was ratified by School Council 25/3/2019.

Reference:
www.education.vic.gov.au/school/principals/spag/management/pages/security.aspx