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NORTH CASINO

Security Policy – Students & Facilities

INSTITUTED: 2011

NEXT REVIEW: 2017

*Grow in Grace
and Knowledge*

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PRINCIPAL MR. PETER SPENCE
BOARD CHAIRMAN REV GEORGE AYOUB

A MINISTRY OF THE CASINO PRESBYTERIAN CHURCH - SINCE 1995

CASINO CHRISTIAN SCHOOL

STUDENT SECURITY POLICY

BOS Manual Safe & supportive environment, Student welfare.

1. All students must be able to identify staff and feel safe in approaching staff. Identification of our staff by students is not an issue in our small school, as long as we introduce all new staff to the student body.
2. Visitors to the school are required to register at reception and receive a numbered visitor's badge. Registration involves stating name and purpose of visit, and time of arrival. On leaving, visitors must report to the office, return their pass and sign out.
3. Students are encouraged to report the presence of any visitors on the campus without a visitor's badge. Staff will be responsible for approaching the visitor to encourage registration requirement or take further appropriate action.
4. Students may only be picked up from school by parents. If other than a student's parent or legal guardian is to pick up a student, this should be notified by parent note or phone call to the school office. If this is occurring semi-regularly or regularly, then one call or note may suffice.

BUILDING & FACILITIES SECURITY

The buildings are protected by an alarm system. The controls are located in the Administration Block for the whole school. A number of other control pads are conveniently located throughout the school. A code number is required to activate and deactivate the system. All staff are allocated an alarm code.

Each teacher is issued with a key to unlock the appropriate areas corresponding to their responsibilities. All teachers are responsible to ensure their classroom (Primary), or the room they were last teaching in is locked at the conclusion of the day.

The Primary coordinator is responsible to ensure that the Primary block (C), toilets, MPC and staffroom are locked at the conclusion of the day.

The Deputy Principal ensures Block A and B are locked.

The Business manager ensures Block D is locked.

Block E toilets are locked by the Grounds man.

The last person out of the school is responsible for alarming the school and locking the front gates.

As a matter of ensuring a safe environment classrooms such as the science and food technology rooms, D & T, Music, Art and the computer lab are locked whenever a teacher is not present.