



Gooseberry Hill Primary School

RISK MANAGEMENT

POLICY AND PROCEDURES

Together as a strong community we strive to foster the potential of each child so that they contribute positively to their world.

We value Diversity, Resilience, Integrity and Accountability.

Risk: Security

Gooseberry Hill PS is located on a site with many access points and is surrounded on 2 sides by bushland. This makes it difficult to identify who is authorised to be on the school site at any one time. During evacuation drills it was also not easy to identify who was present on the school grounds.

Aims

- To identify all personnel on site as those who have lawful business.
- To ensure that all school personnel are as safe as possible during school hours.
- To ensure that there is a register of all personnel on the school site at any one time.

Guidelines

1. All staff will be issued with permanent name badges.
2. All visitors to the school site will be required to wear badges either their own companies or a visitors pass issued by the school.
3. All visitors to the school are required to record their name and the purpose of their visit in the diary at the front office.
4. Parent helpers should also record their names at the front office when entering and leaving the school. Departmental Workers' Compensation Insurance covers these parents and if they suffer injury due to their volunteer duties there must be a record of their time at school. Regular classroom helpers need to be identified.
5. Classroom teachers are responsible for securing their classrooms.
6. If teachers attend out of school hours they must turn off and turn on the security system and complete details of attendance in the *Out of Hours Attendance* file. We are charged for any call outs due to non-compliance in this area.
7. All staff should approach people without Visitor Badges and direct them to Administration for assistance.
8. Special events need to be managed according to the risk.
9. Useful numbers to be provided at each phone point and in each classroom.

Review

Ongoing as circumstances change and as Dept of Education policies and Procedures are updated.

All staff must accept responsibility for school security and ensure that they are familiar with the security procedures operating at school.

Update 2003

All visitors participating in school activities involving children will be required to fill out a Confidential Declaration. This will include

- Helpers in the classroom;
- Helpers on excursions; and
- Those who provide transport to various functions.

All signed copies will be kept on file in the office. Please check with the administration for updated list.