

MAHANA SCHOOL PROCEDURE

STAFF SAFETY AND SECURITY

Rationale

The Mahana School Board of Trustees is committed to staff safety in the work place. The board will take all practicable steps to ensure the safety of employees while at work.

Procedures

The board will ensure that all staff, including temporary staff, is familiar with these procedures. These include but are not restricted to staff being advised:

To be alert to any suspicious activity, and promptly report to management any person loitering outside the buildings or on the grounds, and asking questions about security systems.

That handbags and personal possessions should not be left unattended.

Only open the door to a visitor once you have confirmed that the person is legitimately on the premises and you are comfortable about opening the door.

If staff are working alone, measures to enhance safety can include:

- Ensuring that the buildings/classrooms can be adequately secured from the inside.
- Keeping doors locked to prevent casual entry.
- Having access to a phone.
- Making sure that the security lights are operational.

If you arrive early/first:

- The first person to arrive at work should be alert to any sign of forced entry.
- Where any signs of forced entry are observed the premises should not be entered, as an intruder could still be present. The police should be alerted, and other employees warned as they arrive.

If you will be finishing late, or last to leave after a meeting:

- Park as near to your building as possible, in an area that will be lit at night.
- Let someone know you will be working late.
- Check that you are secure inside the building and that no doors or accessible windows have been left open or unlocked.
- When leaving the building check the immediate area outside for any people loitering before opening the door.

Appointments away from school:

- Notify someone of where you are going, who you are meeting and the estimated time of your return. Check back with that person when the meeting has ended.
- If the person who was informed is not checked back with at the estimated time, that person must take affirmative action.
- When visiting a house or other place be guided by your instincts. If for any reason you feel uncomfortable or uneasy, don't go inside. Leave immediately, making an excuse if necessary.
- If you enter a place and later start to feel uncomfortable with the person or persons you are talking to, leave as soon as possible. Be aware of potential escape routes.
- If you feel that the venue or situation is potentially unsafe, don't go.

Dealing with aggressive and/or abusive students or adults at school:

- Be aware of what is happening and try to defuse the situation.
- Send for support from another staff member.
- Ensure the safety of other students.
- Any such instances should be followed up. In the case of students the usual disciplinary steps will be followed. In the case of parents/adults refer immediately to the principal with relevant information.

Adopted: 19/10/06

Reviewed: 01/07/13