



Pymble Ladies' College

Security Policy

1 Rationale

- 1.1 Pymble Ladies' College (the College) recognises its responsibility to:
- provide a protected and secure environment for students, staff and visitors to the College
 - protect the assets and property owned by the College.
- 1.2 The purpose of this Policy is to provide the framework for implementation, control and maintenance of security systems and procedures used by the College.

2 Scope

- 2.1 This policy applies to all College staff, students, parents, visitors and contractors.
- 2.2 This policy should be read in conjunction with the Security Procedure.

3 Definitions

In the context of this document:

- 3.1 **College vehicles** includes cars, 4WD vehicles, trailers and buses owned by the College.
- 3.2 **Electronic Security System** is a back-to-base monitoring system using closed circuit television (CCTV) cameras and alarmed sensors.
- 3.3 **Master Key System** is a system used in the College to control the distribution of keys.
- 3.4 **Personal Property** is property owned by an individual for which the owner is solely responsible.

4 Policy

- 4.1 The College is required by legislation and regulatory bodies to take all reasonable precautions to create a safe and secure environment for students, staff and visitors to the College and protect the assets and property owned by the College.
- 4.2 The College endeavours to achieve this by:
- using security guards to patrol the grounds 24 hours a day, 365 days a year
 - fencing the perimeter of the grounds and installing security gates to restrict vehicles entering the property
 - implementing a Master and Grand Master Key System
 - installing an electronic security system
 - locking and alarming Boarding Houses at night seven (7) days per week
 - restricting access to and monitoring the use of College vehicles
 - monitoring visitors and contractors on the premises.
- 4.3 In relation to the use of CCTV and any associated recordings:
- Cameras will be located based on areas of risk, including high incident rate or risk of incidents of unlawful behaviour in an area.
 - Cameras will not be located in change rooms, toilet or showering facilities or in positions to capture images from private properties surrounding the College.
 - Recordings must only be used or disclosed for the purpose for which it was collected or as is permitted by law.
 - The Director of Facilities will take all reasonable steps to ensure any person with access the system or recordings are appropriately trained.
 - Recordings will be maintained for no longer than necessary for the purposed for which the information may be lawfully used, generally no more than 28 days
 - Any concerns in relation to Privacy should be referred to the General Manager.
- 4.4 Interference with any of the systems or noncompliance with the principles in this policy may result in disciplinary action or referral to a statutory authority or agency as appropriate.
- 4.5 Personal property brought on to the College campus is at the risk of the owner.
- 4.6 This Policy is not intended to extend responsibilities of the College beyond the law.
- 4.7 The College reserves the right to change or modify this policy at any time by notice on the College portal.

5 Guidelines

- 5.1 Nil

6 Responsibilities

6.1 Principal

7 Related Documents

7.1 Work Health and Safety Act 2011

7.2 Work Health and Safety Regulations 2011

7.3 Surveillance Devices Act 2007

7.4 Workplace Surveillance Act 2005

7.5 Privacy Act 1988

7.3 Security Procedure

8 Authorisation

8.1 Principal  Date 13-1-16

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Written by	General Manager
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Authorised by	Principal
Scheduled review	January 2018

Review History January 2016- inclusion of CCTV principles.