



Security Policy

1 Rationale

1.1 Pymble Ladies' College (the College) recognises its responsibility to:

- Provide a protected and secure environment for students, including boarding students, staff and visitors to the College, at both the Pymble and Vision Valley campuses.
- 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 Systems** include access control systems to monitor and restrict access to areas of the College at various times, 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, regulatory bodies and the College Board 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 at the Pymble campus by:

- Engaging security guards to patrol the grounds 24 hours a day, throughout student semester/terms and whilst students are on campus
- Fencing the perimeter of the grounds and installing security gates to restrict access to the property
- Maintaining a Master and Grand Master Key System
- Using closed circuit television to conduct continuous and ongoing surveillance of the College Grounds
- 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
- Conducting independent review of the security services, security standard operational procedures, the CCTV system and electronic security system, including access control.

4.3 The College endeavours to achieve this at the Vision Valley campus by:

- Where possible, fencing the perimeter of the grounds and installing security gates to restrict access to the property
- Maintaining a Master and Grand Master Key System
- Restricting access to and monitoring the use of College vehicles
- Monitoring visitors and contractors on the premises
- Having on-call staff members 24 hours a day and a phone system that diverts to on-call phones

4.4 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
- Required signage will be displayed throughout the campus
- 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
- Access to recordings can only be approved by the Principal, Deputy Principals or Chief Operating Officer
- The Campus Manager will take all reasonable steps to ensure any person with access to the system or recordings are appropriately trained
- Recordings will be maintained for no longer than necessary for the purpose 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 Chief Operating Officer.

4.5 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.

- 4.6 Personal property brought on to the College campuses is at the risk of the owner.
- 4.7 This Policy is not intended to extend responsibilities of the College beyond the law.
- 4.8 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 2017
- 7.3 Surveillance Devices Act 2007
- 7.4 Workplace Surveillance Act 2005
- 7.5 Privacy Act 1988
- 7.6 Security Procedure

8 Authorisation

- 8.1 Principal

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