

College Security Policy

PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

JAMES EYTLER, BEVERLEY MELLON (PRINCIPALS)

LAST REVIEW DATE

Jan 2018

NEXT REVIEW

Jan 2019

College Security Policy

The safety of all students and staff is paramount and the following measures will be taken to ensure safety is maintained at all times.

- a) The Front Door of the College is to remain locked from 7pm to 830am.

- b) Students are not permitted in College Premises except between 830am to 7pm Monday to Thursday and 830am to 530pm Friday.

- c) Students are permitted to attend Saturday study from 10am to 2pm on a Saturday during term time.

- d) The College Receptionist, College Administrator and Finance Administrator will oversee the arrival of visitors into the College and be responsible for their whereabouts while on College Premises.

- e) Visitors must have a 'business' reason for coming to the college.

- f) Any Staff who arrive at College prior to 830am are not permitted to allow students to enter the building unsupervised.

- g) Parents/Guardians will be informed as soon as possible (on the day) of students who are absent from lesson without authorisation from parents or teachers.



Reviewed Jan 2018