

**College Security Policy**

**PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING  
OF THIS POLICY**

JAMES EYTLER, BEVERLEY MELLON (PRINCIPALS)

**LAST REVIEW DATE**

March 2023

**NEXT REVIEW**

March 2024

## **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.