



Rotorua Seventh-day
Adventist™ School
Te Kura o Te Rā Whitu ki Rotorua

Building for Eternity

SECURITY POLICY

The earth is the Lord's and everything in it. Psalm 24:1

Aim:

To provide a safe and secure environment for our pupils, staff and visitors.

Our Security Policy ensures that we have effective procedures in place to enable us to achieve this aim.

Purpose:

To outline the security measures required within Rotorua Seventh-day Adventist School to ensure the protection of the Proprietor's property.

Roles and responsibilities

Management Responsibility

School security is shared between the Board and Principal.

Role of the Board

The Board is responsible for formulating the Security Policy and monitoring its implementation.

Role of the Principal

The Principal is responsible for implementing the security policy agreed by the Board.

The Principal will ensure:

- The staff appreciate the importance of security and understand the school's policy and their responsibilities.
- Staff training needs are kept under review and training as necessary.
- Parents are informed of the security policy and encouraged to help.
- Ensuring that updated contact details are provided to Vertex Security
- Property assessments are carried out by the Proprietor as necessary and a general review is undertaken by the Property Representative prior to each Board Meeting and at least quarterly. and updated on a regular basis.
- Routine security checks are carried out on an on-going basis by the cleaner / caretaker and/ or principal
- All cameras are operational including ensuring that camera batteries are charged
- All crimes are reported to the Police immediately
- Any suspicious activity is reported as soon as possible to the Board's Emergency Housing Working Group via email and copied to the Proprietor and Fenton Court Motel (neighbours)
- Police reports are completed as soon as is practicable for all security incidents involving or potentially involving property or safety..

Guidelines for school security

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff:

- Staff based in school, board members, cleaning contractor and the security company are the only staff to know the codes for the security alarm.
- Staff to contact the principal in an emergency.
- All staff must challenge visitors who are not familiar to them.

Visitors:

- All visitors, including contractors, need to activate the intercom which connects to either the school office or to the portable unit in the classroom.
- Once their identify has been confirmed, they must to come to the main office entrance, report to School Secretary and sign in and out in the visitors' book.
- All parents to make an appointment to meet with a member of staff and follow the same procedure as above.
- School community to be reminded of our security strategies on a regular basis through Principal notices in newsletter.
- Exit from the school is via pushing the button on the external wall and the gate will release for 10 seconds
- Should the gate be secured open (eg for 30 minutes prior to the commencement of school, or after school), a staff member or adult volunteer must monitor entry activity.

Hardware:

- A record is kept of all school keyholders, fob holders and those issued the gate code by the office secretary (see below). Keys to gate/s are provided to those listed below
- Keys/fobs/codes to gates / chains are also provided to: church pastor, church head elder, church head deacon since the MOU with Rotorua SDA Church provides for use of the grounds from 5pm on weekdays until 7am the next morning and all weekend.
- All external doors to be kept closed and in locked position if staff are present after-hours (doors can be opened internally but not externally).
- All rooms containing equipment that may pose a risk to be kept locked - cleaner's room, office cupboard and principal office.
- All windows to be secured at the completion of each school day.

Authorised Key Holders (this section to be deleted prior to uploading to policy website)

Name	Position	Key Number / Alarm Code
	Principal	
	Junior Teacher	
	Senior Teacher	
	Office Secretary	
	Cleaner	
	Security Company	
	Board Member 1	
	Board Member 2	
	Lunch Delivery	

Outside School:

- School gate to be kept locked out of school hours except when opened by Rotorua SDA church members for church usage in line with MOU between school and church
- An intercom with a camera is in place so that persons can be admitted to the property once their identity has been verified.
- School gate to be kept closed and locked during school hours.
- All staff to challenge any visitors on the school grounds during playtimes.
- Signs are in place to indicate 'Private Property Anyone found on school grounds without permission will be trespassed and liable for persecution. By order Rotorua SDA School Board'
- Basketball hoop is removed prior to every weekend, ie on Friday (unless there is inclement weather in which case it would be removed on Thursday), prior to any statutory holiday and prior to school holidays to decrease the likelihood of unintended visitors after hours

Security of Equipment:**Inside School Building**

- All expensive, portable equipment to be marked as belonging to the School.
- All valuable and recognisable equipment to have serial numbers recorded in the asset register.
- The alarm system is to be in operation when the school is closed.
- Staff to be responsible for returning equipment to the secure area.

Outside School Building

Fencing in place to the front and side of the school with clear signage to discourage unauthorised entry. Rear and side fences kept maintained by the school to prevent intrusion. Replacement fencing if needed to be provided by the Proprietor. School gate to be kept closed, and locked outside school hours.

Community Events / All of School Outdoor Activities

- All rooms apart from those required for use to be locked (eg front office, principal office).
- All small electronics eg cameras and any personal belongings to be stored appropriately and locked in cupboard by Principal's office or in Principal's locked office.
- For outside events - internal doors by toilets to be shut so people have access to toilet facilities without having access to the full school building.

Monitoring of strategies

- Informally through verbal reports from staff and visitors.
- e-mail to Proprietors and Board Members immediately following any incidents occurring
- Principal Monthly Reports to Board Meetings
- All staff to take shared responsibility to ensure the security strategies are implemented.

Security System and Monitoring**Statement**

The Security System allows for timely checking of any alarm incidents at school.

Purposes

- To protect the school buildings and assets
- To allow for notification in emergency situations

Guidelines

The security monitoring company is Vertex Security phone: [0800 837 839](tel:0800837839)

The security system consists of a camera and intercom system at both the Tilsley St entry points, internal motion-activated sensors in the school building, along with two battery operated PIR sensors in the shed.

The security company is provided with a key, a gate fob, an alarm code and access to camera monitoring for security purposes only.

The security company is authorised to check cameras when sensors are activated

Procedure:

When an activation occurs, the monitoring company is authorised to check cameras and follow their standard procedure depending on the situation. This may include contacting police directly or contacting a staff member to notify them of the location of the activation and / or situation. Contacts are:-

1. The principal, or if unavailable
2. Teacher on record at Vertex

The staff member can access the alarm app and/or the CCTV app and determine while on the phone to Vertex whether a callout/patrol is required or whether police should be called.

If either staff member is unavailable, a patrol will be sent regardless (note there is a charge per callout).

Vertex is authorised to access the building and rectify any incidents where possible.

For any acts of vandalism, or suspicious incidents, the staff member or Vertex will notify the police.

For serious incidents or where logging of events is important, an online police report will also be completed - this is in addition to the phone call to police.

https://online.policeconnect.police.govt.nz/prweb/PRAuth/app/SDW_/7eMyaciGecBXhK806og7BQ*!STANDARD

Vertex will access the cameras when alarms are activated prior to sending a patrol vehicle.

CCTV

Statement

As stated by the Ministry of Education, when schools have a CCTV system on site, which is advertised clearly, it will: make outsiders reconsider targeting the school and make students reconsider their behaviour in areas monitored by cameras.

Purposes

- To protect the school buildings and assets
- To make staff and students feel safer
- Record evidence for Police when the school has an intruder

Guidelines

1. The Board of Trustees will clearly define the purpose of the CCTV cameras on site.
2. The CCTV system will be administered in accordance with the purposes listed in this policy only.
3. The CCTV cameras are to be positioned reflecting the purposes listed in this policy only
4. The CCTV cameras are not to be located in places that intrude on the privacy of employees or students. This includes inside classrooms, shared staff areas and bathrooms.
5. There are clearly visible signs showing CCTV cameras are in operation.

6. Cameras are to record video only and all sound recording capabilities are disabled in the interests of protecting employee's privacy.
7. CCTV footage is accessed only when there is an incident reported that breaches the purposes outlined above and not for any other reason.
8. The procedure for accessing CCTV footage must include logging who accessed the system and when in relation to a specific incident.
9. Footage is required to be kept confidential to the school and is stored securely to ensure it is not viewed by anyone other than the school management, board and the Police.
10. Footage of staff and students collected using CCTV cameras will not be disclosed unless there is consent of the individual(s) shown in the footage or we have consulted the Police.
11. Regular checks are carried out to ensure the system is working properly and that batteries are charged.

Signage **Statement**

Clear signage will: make outsiders reconsider entering the school by informing them that the grounds are private property and make it less likely that the school is targeted for vandalism. Notification that the grounds and buildings are protected by cameras and a security system is beneficial for insurance purposes should there ever be damage.

Purposes

- To deter unauthorised persons from entering school property

Guidelines

1. Signs should be large enough to be clearly viewed.
2. Security signage should be approved by the School Board and by the Proprietor prior to installation

Reference:

<https://www.education.govt.nz/school/property-and-transport/maintenance-repairs-security/security-management/#developing>

CCTV Section was approved by the School Board on 21 September 2022

FORMULATED BY: Rotorua Seventh-day Adventist School Board
2 November 2021

APPROVED & RATIFIED: 2 November 2021

UPDATED: 4 August 2022

Board Chair/Presiding Member , Victoria Finch _____