



The Ethnic Schools Association  
of South Australia Inc.

## HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

# School Safety and Security Policy May 2017

## Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

<b>Policy Number</b>	ES22
<b>Related Policies</b>	All Policies
<b>Version</b>	1
<b>Created By</b>	Policy Officer: Kate Quane
<b>Reviewed By</b>	Executive Officer: Darryl Buchanan
<b>Applies to</b>	Ethnic Schools South Australia
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<b>Approved By Executive</b>	ESASA Executive Committee
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Table 2: Revision Record

<b>Date</b>	<b>Version</b>	<b>Revision Description</b>
March 2017	1	New policy developed



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## HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

### Introduction

Hungarian Community School, Adelaide Inc. wants to create a safe environment for all staff, students, volunteers during school hours. Hungarian Community School, Adelaide Inc. is located at Brighton Secondary School (305 Brighton Road, North Brighton 5048).

Hungarian Community School, Adelaide Inc. has an Emergency and Critical Incidence Policy which outlines the procedures in the event that a stranger, intruder or a visitor becomes violent whilst on school grounds. This policy outlines the procedures in the event of vandalism, graffiti, theft, fraud, and school security.

This policy is based on Standards Australia - Fraud and Corruption Control.

### Definitions

**Equipment** is defined as any non-consumable item that is not otherwise defined as land, buildings or infrastructure.

**Fraud** is the wrongful or criminal deception intended to result in financial or personal gain, or unjustifiably claiming or being credited with accomplishments or qualities. Fraud may involve the misappropriation of assets, and/or the manipulation of financial reporting.

### Policy

To reduce the risk of theft or vandalism to Hungarian Community School, Adelaide Inc.'s equipment and property, the Hungarian Community School, Adelaide Inc. has identified the following areas where safety or security breaches may occur and ways of reducing the risk.

#### Protecting School Property

Hungarian Community School, Adelaide Inc. has several assets and may purchase new assets. All equipment that can be easily moved or carried will be marked, and securely stored to prevent theft or damage. The following guidelines will be used by the Hungarian Community School, Adelaide Inc. for marking school property:

- An inventory of equipment and property will be kept and maintained by Hungarian Community School, Adelaide Inc. The inventory will assist if there is a need to make an insurance claim, report a theft and to manage finances.
- Televisions, radios, tape recorders, digital cameras, audio equipment, computers, tablets, projectors and other electronic equipment will be marked with the school name prominently marked on the item, where readily visible and where any attempt to cover or remove the markings will be obvious.
- Hungarian Community School, Adelaide Inc. will take care when marking any item that any markings will not void manufacturers warranties, cause damage or create a risk to safety.

#### Guidelines for storing equipment

Currently Hungarian Community School, Adelaide Inc. has laptop computers, a digital video camera, tablets, a photocopier, and a printer. To minimise theft or damage of valuable property, Hungarian Community School, Adelaide Inc. will ensure:

- Valuable equipment should not be left on desks when the classroom is unattended
- Teachers using valuable equipment are responsible for the safe storage of equipment



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- Staff to sign a register when taking equipment from a secure area and when returning equipment
- All valuable, electronic equipment used during class time to be returned to the Principal

### ***It is the responsibility of the Principal to:***

- Apply permanent identification markings of school equipment, such as a school stamp on books, DVDs;
- Securely store all valuable equipment
- Record the serial numbers of all electronic equipment
- Photograph all valuable equipment
- Maintain an inventory of valuable school equipment
- Conduct an annual stocktake of equipment
- Implement measures to reduce the likelihood of school vandalism
- All crimes to be reported to the police

### **Vandalism**

Vandalism is the deliberate destruction or damage of property. Hungarian Community School, Adelaide Inc. has implemented educational programs that encourage students to make meaningful use of the facilities and equipment available and that will minimise the likelihood of vandalism. Any vandalism found will be reported to the Principal of Hungarian Community School, Adelaide Inc. as well as the Principal of Brighton Secondary School. Students who have been found to wilfully damage or destroy property will have a meeting with the school Principal. The parents or caregivers of the student(s) will be contacted to discuss the issue as well as the measures that will be taken to repair the situation. Hungarian Community School, Adelaide Inc. will follow the procedures for inappropriate behaviour as outlined in the Behaviour Management Policy.

### **Responding to Graffiti**

Graffiti is a type of vandalism and is the intentional damage of property that can take many forms including writing, drawing, marking, scratching, etching or posting something on any property. Graffiti is against the law unless prior consent is given by the owner in which the graffiti will appear.

Hungarian Community School, Adelaide Inc. will undertake the following procedures if graffiti is detected:

1. *Take a photograph of the graffiti* (this may help identify the graffitist)
2. *Keep staff members informed* (staff will be shown photographs of the graffiti so that they are aware of what it looks like and identify other incidences of graffiti)
3. *Educate for prevention* (staff will inform students of the expectations of the school and that graffiti of any nature is unacceptable)
4. *Inform the mainstream school*
5. *Quick Removal* (cleaning products to remove the graffiti will be supplied to any person found to be intentionally damaging school property by graffiti).



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### **Theft**

Theft is a criminal act in which property is taken intentionally from another person or organisation without prior consent. Hungarian Community School, Adelaide Inc. will involve the police via the police assistance line (131 444) or in an emergency on 000 when items of significance are stolen.

Students are encouraged not to bring valuable items to school. If valuable items such as laptops or tablets are required, these items are to be securely stored when not in use and not left in bags that are unattended. Any valuable equipment brought to school as requested by a teacher will need to be clearly labelled with the student's name.

In the event that a student at Hungarian Community School, Adelaide Inc. intentionally steals property from another student, the school will:

- Liaise with and report back to the victim's family
- Inform and meet with all parents/care-givers
- Consider calling in the police depending on the value of the item and whether the item has been returned
- Follow the procedures outlined in Hungarian Community School, Adelaide Inc.'s Behaviour Management Policy
- Arrange restitution
- Arrange a restorative meeting of all people involved
- Inform parents of external resources that provide counselling if required.

Disciplinary action will be taken by the school in the event that a teacher intentionally steals property from a student, colleague or the school. This may include a warning, temporary leave until the matter has been fully investigated, dismissal and/or taking legal action.

### **Fraud**

Fraud can have a significant impact on an organisation and Hungarian Community School, Adelaide Inc. has implemented the following measures for preventing and reporting fraud.

#### ***Preventing Fraud***

All staff at Hungarian Community School, Adelaide Inc. have a responsibility to contribute to eliminating fraud and corruption. Hungarian Community School, Adelaide Inc. staff code of conduct outlines the school's expected standards of ethical conduct. Risk assessments are undertaken by Hungarian Community School, Adelaide Inc. to identify financial or fraudulent risks and ways to manage identified risks. All decision making processes pertaining to the school need to be made by the management committee reducing the possibility for unethical practices and poor decision making.

#### ***Reporting Fraud***

Anyone, including a member of the Hungarian Community School, Adelaide Inc.'s community can report suspect fraud to the school Principal, or school committee. The Principal will investigate the allegation and if necessary refer the matter to the police. Anonymous reports are encouraged and treated in the same way as formal reports and need to be taken seriously. Hungarian Community School, Adelaide Inc. will respond to anonymous allegations in the same manner as formal complaints. Fraud can also be



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reported to The Ethnic Schools Association of South Australia (ESASA) or The South Australian Police (SAPOL).

Disciplinary action will be taken by the school in the event that a staff member is alleged to have committed fraud. This may include a warning, temporary leave until the matter has been fully investigated, dismissal and/or taking legal action.

### School Security

Maintaining school security is important as it ensures staff and student safety and reduces the risk of vandalism or theft. Hungarian Community School, Adelaide Inc. has developed a security checklist that outlines the procedures for checking the school premise at the end of the school day. The checklist will be conducted by the school principal upon leaving the school.

#### ***It is the responsibility of the Principal to:***

- Manage key security
- If multiple keys are issued, keep a key register
- Ensure keys are kept unmarked
- Ensure all classrooms and buildings are secure, windows closed and doors locked
- Report any security breaches to Police Security on 08 8116 9230

The school Principal must be informed in the event of a lost or stolen key(s).

### School Safety

Traffic around schools can be busy. Hungarian Community School, Adelaide Inc. has implemented the following procedures for dropping students at school and picking up students from school.

- Young students (0-5) are to be escorted to the classroom
- Parents who drive their children to school must adhere to all road signs and rules around the school
- Vehicular access is restricted around the school
- No vehicle is allowed to drive into school grounds while students are present
- Parents are to use the gate located on Ilfracombe Avenue to drop off and pick up their child/children
- Students who ride a bike to school are to leave their bikes in the bike rack and are required to bring a chain and lock to prevent theft
- No bikes, skateboards, or scooters are allowed to be used during break time
- Students who make their own way home, must immediately leave the school and are not permitted to play in the school grounds

### General Safety

- Remove all rubbish from the classroom and dispose of rubbish appropriately
- Do not block access to any firefighting equipment or emergency exits
- The principal and/or teachers must have telephone access (personal mobile or other) in the event of an emergency



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### **Staff Safety**

Staff safety is of great importance and Hungarian Community School, Adelaide Inc. endeavours to make the school a safe learning environment. At the start of each school year, staff will be provided with a staff information pack that provides details of all school policies and procedures. Regular communication throughout the school year will also ensure staff are provided with and remain up-to-date around safety matters.

Hungarian Community School, Adelaide Inc. has a set of policies that cover various aspects of student and staff safety. These policies are implemented by Hungarian Community School, Adelaide Inc. to ensure the school is a safe learning environment. Please refer to the following policies:

- Risk Management
- Child Safe Environments
- Occupational Health and Safety\*
- Staff Code of Conduct
- Behaviour Management
- SunSmart
- Immunisation and Infection Control
- Medication, accident and first aid policy
- Anti-bullying
- Cyber-bullying
- Emergency and Critical Incident
- Data and Information Management
- Grievance and Complaints
- Supervision of Students
- Hot Weather Policy
- Communications policy

It is the responsibility of all staff to be informed, and up-to-date of all Hungarian Community School, Adelaide Inc.'s policies. Staff are welcome to view the set of policies and can make an appointment with the Principal to discuss and safety concerns.

### **Student Safety**

Parents entrust their child/children to the care of teachers and staff during school hours. To ensure students are kept safe at school at all times, Hungarian Community School, Adelaide Inc. will frequently communicate with parents and care-givers about the safety measures that the school has in place. At the start of each school year, parents and care-givers will be provided with an enrolment pack that provides details of how the school will communicate with students, parents and care-givers. Regular communication throughout the school year will also ensure parents and care-givers are provided with and remain up-to-date around safety matters.

Hungarian Community School, Adelaide Inc. has a set of policies that cover various aspects of student safety. These policies are implemented by Hungarian Community School, Adelaide Inc. to ensure the school is a safe learning environment. Please refer to the following policies:

- Risk Management



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- Student Code of Conduct
- Behaviour Management - outlines student behaviour expectations
- SunSmart
- Immunisation and Infection Control
- Medication, accident and first aid policy
- Anti-bullying
- Cyber-bullying
- Screening DVDs and Movies
- Emergency and Critical Incident
- Supervision of Students
- Child Safe Environments
- Hot Weather Policy

Parents and care-givers are welcome to view the set of policies and can make an appointment with the Principal to discuss and safety concerns.

### **Safety Breaches**

Breaches of safety are of great concern to Hungarian Community School, Adelaide Inc. Any safety breach must be reported to the Principal. A risk assessment will be conducted and safety measures will be put in place to minimise the event reoccurring. Policies and procedures will be reviewed and updated accordingly.

### **Further Documentation**

Government of South Australia: Attorney General's Department (December 2016); Criminal Law Consolidation Act 1935.

<https://www.legislation.sa.gov.au/LZ/C/A/CRIMINAL%20LAW%20CONSOLIDATION%20ACT%201935/CURRENT/1935.2252.UN.PDF>

Government of South Australia: Department of Communities and Social Inclusion, (February 2013); Fraud and Corruption Control Plan.

[http://www.dcsi.sa.gov.au/data/assets/pdf\\_file/0006/9780/fraud-and-corruption-control-plan.pdf](http://www.dcsi.sa.gov.au/data/assets/pdf_file/0006/9780/fraud-and-corruption-control-plan.pdf)





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## Security Checklist

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Checked	Item to be checked
	Inspect premises to check that all external doors, windows and gates are locked
	Check that all internal doors are closed and locked
	Check that all windows are closed and locked
	Check that all blinds/curtains or window coverings (where fitted ) are closed
	Switch off all non-essential electrical appliances and equipment
	Switch off all internal lights
	Switch off air conditioners and heaters
	Filing cabinets are locked
	Storage cupboards are locked

Security breaches identified: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Security breaches reported to: \_\_\_\_\_

Date and time reported: \_\_\_\_\_

Action taken to remedy security breach

Informed the Principal

Informed the Police

Reviewed Policy

Update Policy

Other – please specify: \_\_\_\_\_

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Signature: \_\_\_\_\_