



# MARIST CATHOLIC SCHOOL

## PROCEDURE: **School Security**

### **School Security**

The school's security system safeguards school assets against vandalism, burglary, and fire. The system must be reviewed annually.

The school is protected by an alarm system. Staff members are security conscious at all times, and:

- establish a challenge culture that stops and questions strangers on school grounds
- lock away valuable equipment such as laptops
- lock away personal valuables
- store valuable items out of sight, especially at weekends
- are responsible for locking rooms and areas as required
- report any suspicious activity
- report any loss of keys immediately.

### **The Alarm System**

Our alarm is monitored. Contact the Alarm NZ Security company in the event of any accidental activation of the alarm (3030303).

The last staff member to leave for the day sets the alarm in the different areas of the school..

When returning out of school hours, staff must disarm the alarm and ring Alarm NZ. Staff must reset the alarm before leaving.