



Department of
Education

School Security for Public Schools Procedures

Effective date: 14 May 2019

Version: 3.0

Accurate at the time of printing 29/07/2021.

These procedures must be read in conjunction with the School Security for Public Schools Policy.

Table of contents

1. Policy supported	3
2. Scope	3
3. Procedures	3
3.1 Protecting school property	3
3.2 Maintaining security and managing security risks	3
3.3 Creating a safe and physical environment	4
3.4 Use of closed-circuit television (CCTV)	4
4. Related documents	5
5. Contact information	7
6. History of changes	7
7. More information	8
Procedure review date	8

These procedures must be read in conjunction with the School Security for Public Schools Policy.

1. Policy supported

School Security for Public Schools Policy

2. Scope

This policy applies to principals.

3. Procedures

3.1 Protecting school property

Principals will confirm that:

- permanent identification markings are applied on school equipment;
- all valuable equipment is securely stored; and
- measures are implemented to reduce the likelihood of school vandalism.

Guidance

For more information see School Security on Ikon (staff only)

3.2 Maintaining security and managing security risks

Principals will:

- manage key security;
- implement measures to secure money collected from fees, excursions, fundraising or authorised activities;
- inform and induct staff in the security practices relevant to them;
- report all security breaches to the Department's Security and Emergency Management Section;

- report all damage to and/or failure of the school's security alarm system immediately to the Department's Security and Emergency Management Section;
- confirm that all installations or additions to the school's security alarm system are in accordance with the Department of Finance's Building Management and Works Electronic Security Specification for Department of Education sites; and
- test all 'Request for Assistance Devices' through to the Department's Security Monitoring Centre at the beginning of each term and contact the Security Monitor Centre prior to conducting the testing.

Guidance

Reports on security breaches are used to build a historical profile of the security risks of the school for the Department's Security and Emergency Management Section to make security decisions. Security breaches can be reported through the [Online Incident Notification System](#) reporting form (staff only).

For more information see [School Security](#) on Ikon (staff only).

3.3 Creating a safe and physical environment

Principals will:

- implement measures to minimise the likelihood of electrical hazards;
- minimise the risk of fire hazards; and
- verify that there is suitable lighting around the school.

Guidance

For more information see [School Security](#) on Ikon (staff only).

3.4 Use of closed-circuit television (CCTV)

Principals will:

- consult with school staff, the school council and the parents' and citizens' association prior to the implementation of a CCTV system, and document and address any concerns raised;
- seek advice and gain approval from the Department's Security and Emergency Management Section prior to any installation of a CCTV system in a school;
- register the CCTV system online with the Western Australian Police Force [Blue Iris program](#);

- seek approval from the Department's Security and Emergency Management Section when considering installing covert (hidden) surveillance cameras; and
- verify that the installation of covert (hidden) surveillance cameras complies with the Surveillance Devices Act (1998).

Guidance

The use of a CCTV system should only be considered if no other options have proven or are likely to be successful.

For more information see [School Security](#) on Ikon (staff only).

4. Related documents

Relevant legislation or authority

[Australian/New Zealand Risk Management Standard ISO 31000:2018](#)

[Risk Management Guidelines HB 436:2013](#)

[Financial Management Act 2006 \(WA\)](#)

[Occupational Safety and Health Act 1984](#)

[Occupational Safety and Health Regulations 1996 Public Sector Management Act 1994 School Education Act 1999 \(WA\)](#)

[School Education Regulations 2000 \(WA\)](#)

[Security and Related Activities \(Control\) Act 1996 \(WA\)](#)

[State Supply Commission Act 1991 \(WA\)](#)

[Surveillance Devices Act 1998](#)

[Treasurer's Instruction 825 Risk Management and Security](#)

Related Department policies

[Incident Management on Department of Education Sites](#)

[Occupational Safety and Health](#)

[Risk Management and Business Continuity Management](#)

[Visitors and Intruders on School Premises](#)

Other documents

[Australia and New Zealand Police Recommendations for CCTV systems](#)

[Keeping our Workplace Safe](#)

[Introduction to School Gardening Handbook 2013](#)

[Financial Management in Schools: Assets and Resources Manual](#)

[Fundamentals of cleaning 'Safety and Security' in School Cleaning 2018](#)

[The Principal's Guide to Bushfire](#)

[Western Australia Closed Circuit \(CCTV\) Guidelines](#)

5. Contact information

Policy manager:

Director, Asset Planning and Services

Policy contact officer:

Manager, Security and Emergency Management

T: (08) 9264 4825

Coordinator, Technical and Electronic Security

T: (08) 9264 5046

Security and Emergency Management Section

T: (08) 9264 4632 or (08) 9264 4771 (24 hours)

School Watch:

T: 1800 177 777 (freecall)

Western Australia Police Force

T: 131 444 or 000

6. History of changes

Effective date

14 May 2019

Last update date Policy version no. Notes

The School Security for Public Schools Policy has undergone a major review. This is the first set of procedures that supports the policy v3.0. There is no version 1.0 or 2.0 of the procedures. Endorsed by the Director General at Corporate Executive on 20 March 2019.

7. More information

Supporting content

Policy

[School Security for Public Schools Policy](#)

Procedure review date

14 May 2022
