



Department of  
**Education**

# **Security for Public Schools and Residential Facilities Procedures**

Effective date: 27 February 2024

Version: 4.1

Last update date: 14 March 2024

These procedures must be read in conjunction with the Security for Public Schools and Residential Facilities Policy.

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**These procedures must be read in conjunction with the Security for Public Schools and Residential Facilities Policy.**

## **1. Policy supported**

Security for Public Schools and Residential Facilities Policy

## **2. Scope**

These procedures apply to principals and college managers.

## **3. Procedures**

### **3.1 Protecting school property and residential facilities property**

Principals and college managers will manage:

- permanent identification markings on school and residential facilities equipment
- a loan register that ensures that the location of school equipment is known
- measures to reduce the likelihood of school vandalism.

#### **Guidance**

For more information see Manage security at your school on Ikon (staff only).

### **3.2 Maintaining security and managing security risks**

Principals and college managers will:

- manage the security of school and residential facility keys
- implement measures to secure money collected from fees, excursions, fundraising or other 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 or residential facility's security alarm system immediately to the Department's Security and Emergency Management Section, who will manage repairs and security of the site
- confirm that all installations or additions to the school's security alarm system are in accordance with the Department of Finance's Electronic Security Specification for Department of Education sites
- 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 or residential facility for the Department's Security and Emergency Management Section to make informed security decisions. Security breaches can be reported through the [Online Incident Notification System](#) reporting form.

For more information see [Manage security at your school](#) (staff only).

## 3.3 Creating a safe and physical environment

Principals and college managers will:

- implement measures to minimise the likelihood of electrical hazards
- minimise the risk of fire hazards
- check that lighting is operational throughout the school and residential facility and report all faults to Department of Finance.

### Guidance

For more information see [Manage security at your school](#) (staff only).

## 3.4 Use of closed-circuit television (CCTV)

Principals will:

- consult with school staff, the school board or council and the parents' and citizens' association prior to the implementation of a CCTV system or making changes to an existing

CCTV system, and document and address any concerns raised.

College managers will:

- consult with staff, the Local Input Networking and Communications committee and the Manager, Residential Colleges prior to the implementation of a CCTV system, and document and address any concerns raised.

Principals and college managers will:

- 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 [CAM-Maps WA](#)
- [follow procedures before releasing CCTV footage](#)
- seek approval from the Department's Security and Emergency Management Section when considering installing covert (hidden) surveillance cameras
- 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 [Manage security at your school](#) (staff only).

## 4. Related documents

### Relevant legislation or authority

[Australian Standard 3745: 2009 Planning for Emergencies in Facilities](#)  
[Australian/New Zealand Risk Management Standard ISO 31000:2018](#)  
[Disability Discrimination Act 1992](#)  
[Emergency Management Act 2005 \(WA\)](#)  
[Emergency Management Regulations 2006 \(WA\)](#)  
[Financial Management Act 2006 \(WA\)](#)  
[Industrial Relations Act 1979 \(WA\)](#)  
[Public Sector Management Act 1994 \(WA\)](#)  
[School Education Act 1999 \(WA\)](#)  
[School Education \(Student Residential Colleges\) Regulations 2017 \(WA\)](#)  
[School Education Regulations 2000 \(WA\)](#)  
[Security and Related Activities \(Control\) Act 1996 \(WA\)](#)  
[Western Australian Procurement Rules - General Procurement Direction 2021](#)  
[Surveillance Devices Act 1998 \(WA\)](#)  
[Work Health and Safety Act 2020 \(WA\)](#)  
[Work Health and Safety \(General\) Regulations 2022 \(WA\)](#)

### **Related Department policies**

[Community Use of Public School Facilities](#)  
[Duty of Care for Public School Students](#)  
[Incident Management on Department of Education Sites](#)  
[Risk and Business Continuity Management](#)  
[Visitors and Intruders on Public School Premises](#)  
[Work, Health and Safety](#)

### **Other documents**

[Assets and Resources Manual \(staff only\)](#)

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

[Keeping our Workplace Safe](#)

[Manage cleaning and hygiene at your school \(staff only\)](#)

[Register your CCTV details](#)

[Safeguard school money and property \(staff only\)](#)

[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

Technical and Electronic Security Consultant

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

<b>Effective date</b>	14 May 2019
<b>Last update date</b> <b>Procedure version no.</b>	3.0
<b>Notes</b>	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.
<b>Effective date</b>	14 May 2019
<b>Last update date</b>	2 February 2022
<b>Procedure version no.</b>	3.1
<b>Notes</b>	Minor corrective and link changes D22/0058427
<b>Effective date</b>	14 May 2019
<b>Last update date</b>	4 May 2023
<b>Procedure version no.</b>	3.2
<b>Notes</b>	Minor changes to policy contact details and Related Documents (D23/1109923).
<b>Effective date</b>	27 February 2024
<b>Last update date</b> <b>Procedure version no.</b>	4.0
<b>Notes</b>	Major review undertaken. Endorsed and signed by the Director General on 31 January 2024.
<b>Effective date</b>	27 February 2024
<b>Last update date</b>	14 March 2024
<b>Procedure version no.</b>	4.1
<b>Notes</b>	Minor changes to update Relevant legislation or authority D24/0181201



## 7. More information

### Supporting content

#### Policy

[Security for Public Schools and Residential Facilities Policy](#)

#### Procedure review date

27 February 2027

#### Procedure last updated

14 March 2024

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