Security Policy and Procedures

Students

Students are responsible for the security of their belongings. Students are asked not to bring valuables to the College. Only sufficient money for the day's needs should be brought to the College. Only student's who have permission may bring mobile phones to the College. Every item brought to the College must to be labeled to ensure identification. Students are not to leave valuables in their bags; lockers are a better option for valuables however their security is not guaranteed. Knives, or any other dangerous items, are not to be in the possession of any student for any reason at any time. Students are not permitted to bring, mobile phones, i-pods, i-phones and portable computers without prior permission.

For the safety of all students are not to be in classrooms, verandahs and stairwells before and after school and during recess and lunch breaks. The Marist Centre and gym is out of bounds except for authorised play and practice.

Students arriving late to the College must sign in at the College Reception and ensure their diary is signed. If any student needs to leave the College during College hours, a note from home must be signed by the Year Co-ordinator, and the student must sign out and in at the College Reception.

Buildings and Facilities

The College buildings will be open from Monday to Friday between 7.30am to 6pm. The gates are locked at 5.30pm except for the rear gate which is locked at 8pm. Outside these core hours, access to College buildings requires keys and security codes to College alarms.

A key register is kept in the Business Manager's Office. Teachers requiring keys on a permanent basis are asked to see the Business Manager who will arrange for their issue. Staff members are responsible for the safety of their College keys and are required to account for all keys in their possession. Keys are to be kept separate from personal keys and are not to have identification attached to the keys to indicate they belong to Marcellin College. In the advent of loss of these keys, the staff member must notify the Headmaster immediately. Staff must NOT give College keys to students. Classrooms must be locked by the teacher when leaving the room. At the end of day, all windows and doors must be locked. Rooms next door should be checked to ensure they are also secure.

The alarms in the Staff Room and specialist areas are set each day by the last staff member who leaves the area. Only specialist subject teachers will have access to the codes for specialist areas. The code for each area is to be given out by the Business Manager only. Staff members should not pass on the security codes. Staff must NOT give College codes to students under any circumstances.

All staff will have access to the staff room. On no account are boys to be permitted to enter the Staff Room. If it is necessary to send a pupil on a message to the Staff Room he is to remain at the door while a teacher attends to his request. To ensure the safety of personal possessions, all staff must ensure only staff members enter the Staff Room. Lockers are available for personal possessions and staff are encourage to use them to ensure security.

All visitors to the College are required to register at the front office. They must wear a visitor's badge at all times and be accompanied by a staff member. Visitors without badges must be stopped and directed to the front office.

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