



## 5.19 After Hours

### Guidelines

1. It is strongly recommended that staff do not work alone on the school site at night.
2. If you do enter the school after hours, when you turn off the alarms you need to ring the monitoring company and
  - identify themselves;
  - give the password code; and
  - state what time they will exit and set the alarm.
3. If staff do not do these things, a guard will be called out in case the person entering the school is not authorised to do so or in case you are alone and injured at school. Please note the cost of a guard call out is expensive – we want to make sure staff are safe but the drain on the budget can be difficult to manage. Staff will be charged for repeat call outs that are false alarms.
4. Indicate your presence on the whiteboard
5. Please ensure you have your cell phone with you and lock yourself in the classroom/ office area while on site.
6. If you move around the school, keep all external doors locked. Staff should not, for example, go to the library to photocopy leaving their room open and unattended.
7. If you will need keys to areas not within your usual role, please ensure you have these issued to you before your after-hours visit.
8. Please re-set the alarms when you leave and move your status to out on the name board by the office– or if others come on site while you are there, check and agree who will set the alarms.
9. Do not approach trespassers and avoid confrontation wherever possible.
10. Ring 111 if:
  - you discover a break-in or other damage
  - if anyone on site is causing you to feel concerned or unsafe, or
  - if you discover a fire. Evacuate. Do not try to put it out.then inform the principal.

