



Spencer Park Primary School Security Procedure

All staff must enter the school through the door opposite the staffroom door.
This does not apply to areas listed separately below.

Security controls are located on the wall on the right as you enter the building. There are two control boxes.

LEFT CONTROL BOX is for

- Staffroom and associated area
- Rooms 1-5
- The photocopy room
- Room 99
- Library

RIGHT CONTROL BOX is for

- Rooms 6-11
- Rooms 15-20
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PLEASE NOTE

- Rooms 12-14,
- ESC Admin Area,
- Room 21 and
- ESC Storage

are controlled from the ESC control box. If you need to access any of these area please work through the ESC Principal.

To access

- Undercover area,
 - Canteen,
 - Sports store or
 - Gardeners shed
- see member of the Admin team.

To access

- Kindy or
 - Pre-primary and Rooms 1 and 2
- see a member of the Admin team.

PROCEDURE FOR USE OF THE CONTROL BOXES

1. On entering the building the alarm will sound. Go to the FLAP on the **Left Control Box**, open the flap, key in the four digit access code and off (Pad 1)
2. To disarm the **Right Control Box** follow the same procedure.
3. Fill in the log with name and time of arrival.

As you leave the building, sign off the log with time of departure and signature. Then

1. Set the **Right Control Box** first. Enter the four digit code and away (Pad 2)
2. Set the **Left Control Box** in the same way.
3. As you leave ensure that the door is locked.

Should you make an error or have major difficulties ring SECURITY on 9864 4632 and they will assist you. The phone number is located by the telephone in the staffroom.

Non-notification of an error could result in the school paying a call out fee.