

After Hours Access Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact the school office.

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PURPOSE

To ensure:

- Out of hours access to the school is available for those who need it.
- The school buildings and facilities are properly secure and looked after.
- The school follows Department protocols in regard to out of hours access.
- The safety of all people who use the school out of hours.
- Maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

SCOPE

This policy applies to all staff, contractors and visitors.

POLICY

- Huntingdale Primary School understands that access to the school out of school hours is a necessity at times, for example, community groups using our facilities, tradesmen. However, access must also be balanced against matters of security, respect for neighbouring families and staff workload.
- The school hours are generally 8.00am-4.30pm Monday to Friday. After-hours access includes weekdays out of these hours, weekends, school holidays and public holidays.
- Out of school hours access to the school is generally limited to Principal Class Officers and contractors such as cleaners, Out of Hours School Care and security staff, as well as individuals or groups who have entered into a facilities hire agreement with the school.
- All staff have keys and a security fob to enter the school buildings. As part of the induction process they will be shown how to turn the security system on and off.
- If staff use the school out of hours, they should arrange with a teaching partner to be onsite at the same time. However, we strongly advise staff to be spending their non-working times in the comfort of their home.
- We discourage teachers attending the school out of hours at night, unless there is a whole school event, for example an information night. The Principal Class or Leadership Team will be responsible for securing the school at the conclusion of events.
- Any out of hours school event must be planned at least a term ahead. The school will then provide neighbours bordering the school a list of dates that the school will be operating out of hours each term as a courtesy.
- All community groups that use the school out of hours will be inducted in how to use the key and security system and know who to call if there is an issue.



- The office shall keep a record of who has security fobs and keys to the school and ensure they are returned by staff/community groups after use.
- Parents or students cannot expect a right to return to the school out of normal operating hours unless extenuating circumstances exist.
- The activation of security alarms results in costs to the school. Such costs may be passed on to the individuals whose actions activated the alarm.
- The school must alert DE Security Service Unit via email of any times in the holiday periods/weekends where tradesmen are completing works, particularly where the power may need to be disconnected for a period of time. This is so they know that power may disrupt the security system (making it go offline) and they will not unnecessarily send security staff to check on the school and resulting in cost to the school in doing this.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Included in staff induction processes
- Included in our staff handbook/Key Documents Folder
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024 June 2021 July 2018
Approved by	Principal
Next scheduled review date	June 2027