



ST. STITHIANS COLLEGE SECURITY POLICY

Purpose

1. The purpose of this policy is to emphasise the importance of protecting St Stithians College personnel, property, and processes against risk of injury, loss or damage from criminal, hostile or malicious acts.

Policy Statement

2. The College Executive declares its commitment towards the development of College Security Plans directed at the protection of its personnel, property, processes, services and information against any form of threat, loss or damage, and in so doing safeguarding business continuity.

Management Responsibility

3. Accountability for College security is shared between the Executive Committee (Exco) and the Management Committee (Manco).
- 4.
5. All Managers in the College are responsible to pursue and respect the general behavioural security regulations and in particular those which have been delegated to him/her.
6. It is the responsibility of management to establish adequate training and awareness programs so that all employees understand the need for security and subsequently act only with the best interests of the College in mind.
7. Every contravention of the security regulations or measures should be reported to the Rector via the College Executive.

Role of the College Executive (Exco)

8. Exco is responsible for formulating and approving this Policy and monitoring its implementation through clearly communicated Security Standard Operating Procedures.

Role of the Management Committee (Manco)

9. The Management Committee (Manco) monitors this policy on an annual basis. Any key issues that arise are taken to Exco for discussion and approval.
10. Supervision and compliance to security procedures at the various work locations is the responsibility of Manco.
11. With corporate security guidance from the Operations Director, Manco will ensure that:
 - 11.1. Security measures are based upon sound assessments of risk, are appropriate to mitigate the risks and are cost effective
 - 11.2. On an ongoing basis, all personnel are made aware of security risks, their personal responsibilities to maintain College security standards and report any contravention thereof
 - 11.3. The need for security safeguards will be considered at the earliest stage of new projects, such as renovation or construction of College facilities
 - 11.4. Security resources are allocated, that security responsibilities are being met and that executive management is assured of the adequacy of the security program

- 11.5. The College will schedule through the Operations Director, a comprehensive evaluation/audit of the security program once per annum

Role of the Rector

12. The Rector is committed to ensure that this policy and ensuing safeguard measures are endorsed by the College Executive, and clearly communicated to all employees, including a clear description of the delegation of responsibility and authority.
13. The Rector will ensure:
 - 13.1. That staff appreciate the importance of security and understand the school's policy and their responsibilities
 - 13.2. Staff training needs are kept under review and training provided as necessary
 - 13.3. Parents are informed of the security policy and encouraged to help implement it
 - 13.4. Formal risk assessments are conducted by an independent security professional and updated on an annual basis. Ad hoc (as required due to circumstances) / annual security audits are conducted by an independent security professional to report on the security organisation's compliance with prescribed security requirements and agreed performance levels of security contractors
14. The Rector and Operations Director's reports to parents will include a statement on school security.

Role of the Operations Director

15. The Operations Director is responsible for College security.
16. The Operations Director is responsible to prepare/develop College security regulations and establish internal contingency plans to deal with crises situations, i.e. disaster management plans, evacuation plans, etc.
17. The Operations Director prepares security plans for and on behalf of the College and supervises implementation. These need to be done in consultation with local authorities to ensure immediate assistance should it be required.
18. The Operations Director ensures routine security checks are carried out on an on-going basis by the Security Manager
19. The Operations Director ensures timely reports are made to Exco and Manco
20. Security violations will be reported upward and investigated by the security department or as deemed appropriate by the Operations Director. Legal and/or disciplinary action will be taken against guilty offenders

Role of the Security Manager

21. The Operations Director is supported by the Security Manager designated to oversee the daily security management and supervisory functions. The Security Manager forms part of the security organisation and reports directly to the Operations Director.
22. The Security Manager is responsible for the daily management of all aspects regarding physical security on campus, investigating of reported incidents, compiling security reports, routine security checks, key management and access control.

Security Planning

23. The College is committed to conduct annual risk assessments to determine the actual risks to which the College is exposed. Based on these results and the comparative cost-benefit analysis, the College will allocate the required resources and implement the organisational measures to prevent, eliminate, avoid, transfer, minimise and control the risks in such a way that the implications thereof are eliminated or reduced to the desired level, guaranteeing, under any circumstance, the continuance of College activities.
24. A desired security level will be achieved by a planned, coherent system of provisions and measures, which will be weighted against costs and feasibility under the given circumstances.

Protection of Assets

25. College assets are to be protected and to be used for authorised purposes only. Employees must comply with security Standard Operating Procedures and programs that safeguard College assets against theft, damage and unauthorised use.
26. Internal Controls - The College has established generally accepted accounting practices as control standards to ensure that assets are protected and properly used and that financial records and report are accurate and reliable. Employees share the responsibility for maintaining and complying with required internal controls.
27. Reporting Integrity - All College financial reports, accounting records, research reports, sales reports, expense accounts, time sheets and other documents must accurately and clearly represent the relevant facts or the true nature of a transaction. Improper or fraudulent accounting, documentation, or financial reporting is contrary to College policy and may also be in violation of applicable laws. Intentional accounting misrepresentations and improperly accelerating or deferring expenses or revenues would be examples of unacceptable reporting practices.
28. Information Security - College sensitive information has intellectual property value to the College and therefore management and employees bear the responsibility to protect it as prescribed. Sensitive information includes:
 - 28.1. College proprietary information.
 - 28.2. Personal data concerning applicants, employees, former employees, residential occupants and their families, learners, learner guardians/sponsors, vendors and visitors.
 - 28.3. Proprietary information of suppliers provided under contractual agreement.
29. Sensitive information will be assigned one of three classifications. The classifications are College restricted, College confidential or College personal.

Physical Security

30. The College will provide for employees, contractors, residents, learners, parents and visitors a secure environment through proactive physical security measures designed to protect people, assets and operations against the threats of injury, loss and/or damage by criminal, hostile or malicious acts.
31. The security threats to which the College may be exposed will be regularly assessed and properly managed.
Employees, learners and other personnel categories will comply with security measures and report security infractions to supervisors and/or managers.

Investigations

32. The policy of the College is to thoroughly investigate crimes committed against College interests, vigorously prosecute offenders and obtain restitution.
33. The College shall institute suitable controls to address areas commonly susceptible to crime.
34. The Operations Director and Bursar are required to confer and collaborate so as to identify indications of fraud-related crime and to conduct investigations when warranted.
35. Crimes will be investigated and, where appropriate, legal and/or disciplinary action taken against offenders to include civil and/or criminal prosecution in line with the College's public responsibility to report serious crimes.
36. Depending upon the nature and seriousness of the offense, the initial investigative action will be to confer with the relevant managers concerning strategy, tactics, the acquisition of in-house and/or external resources and other actions that may be appropriate.
37. Confidentiality will be observed and the number of people who have knowledge of a particular case will be restricted to those with a legitimate need to know.
38. The following principles apply:

- 38.1. Allegations and initial findings should be reviewed with College counsel if appropriate / deemed necessary
- 38.2. If the decision is made to proceed with a formal investigation, the investigator will comply fully with the applicable law
- 38.3. Collect and safeguard evidence. Since much of the work associated with a thorough investigation will involve documentary evidence, supporting documentation and chain of custody will be a standard expectation at trial
- 38.4. Persons familiar with the matter will be asked to submit voluntarily to interviewing and provide written statements. Care must be taken by the interviewer in order to avoid later claims of harassment, false imprisonment and intimidation
- 38.5. A final report of investigation with recommendations to management for preventing re-occurrence, will be made available by the office of the Operations Director

Firearms

39. The College prohibits firearms anywhere on its premises. Anyone who enters the College premises with firearms in their possession, regardless of whether or not they are licensed or permitted by law to carry such firearms, concealed or otherwise, are in violation of this policy.
40. Signs expressing the prohibition of firearms will be posted at all entrances to the College's premises.
41. Employees who violate this policy are subject to disciplinary action up to and including separation from the College. Others who are found violating this policy will be directed to leave the property at once and they may be arrested by the police for criminal trespass should they refuse to comply.
42. Exceptions to the possession of firearms:
 - 42.1. Law enforcement officers whose official duties require the carrying of firearms whilst on duty.
 - 42.2. Residents on the campus who have rendered proof of firearm license/s and compliance with the Firearm Act of South Africa.

Workplace Violence

43. The College is committed to maintaining a safe and secure workplace. Conduct of any type that threatens or manifests violence in any form or at any magnitude is unacceptable and will not be tolerated.
44. Unacceptable Conduct:
 - 44.1. Making threats in any form, verbal or otherwise
 - 44.2. Making unwanted physical contact with another person, even when minor
 - 44.3. Stalking
 - 44.4. Carrying a lethal weapon onto the premises. Lethal weapons include all items designed to kill or that have killing power, such as firearms, hunting knives and explosives
 - 44.5. The Operations Director will develop and implement procedures for:
 - 44.5.1. A quick response by security officers and the police to incidents of violence
 - 44.5.2. Assisting when requested in situations that might lead to violence
 - 44.5.3. Cancelling the access privileges of terminated employees
 - 44.5.4. Extra vigilance in preventing access to a terminated employee/contractor/parent/visitor who indicated a potential for violence

Management Routines

DESCRIPTION	PURPOSE	FREQUENCY	RESPONSIBLE	DISTRIBUTION
45. Risk Assessment	Evaluation	Annually	Operations Director	Exco
46. Security Audit	Compliance	Annually	Operations Director	Manco/Exco
47. Performance Assessment	Evaluation	Monthly	Security Manager	Ops Director
48. Guarding Report	Control	Monthly	Guarding Contractor	Ops Director
49. Security Technology Report	Control	Monthly	Technology Contractor	Ops Director
50. Security Management Report	Verification	Monthly	Security Manager	Ops Director
51. Security Exco Report	Verification	Monthly	Operations Director	Exco

ADOPTED BY COLLEGE EXECUTIVE COMMITTEE: 30 NOVEMBER 2009