



Student Locker and Lock Procedure

Effective Date	October 2021
Review (Date & Staff)	October 2022
Associated Documents	Pastoral Care Policy Discipline Policy

Rationale

St Joseph's College recognises that each student needs a secure space to store personal items on College premises. To ensure this, each student is allocated a locker and combination lock. This should ensure safe storage of mobile devices and other personal items (including the College backpack). Even though each student is provided with a locker and combination lock the College takes no responsibility for the security of "items of value" brought onto College grounds by students.

Definitions and Descriptions

Items of value: any item that is considered either to have either monetary or sentimental value. This could include cash, personal items, mobile devices, etc.

Locker: Each student is allocated a locker at the beginning of each educational year. It is each student's responsibility to ensure the locker is in good condition, clean and tidy. If there is an issue with a student's locker they need to notify their relevant Leader of Wellbeing at their earliest convenience.

Combination Lock: Each student is allocated a combination padlock. Each lock has an individual serial number on the rear and a master override key held by the College.

Implementation

At the beginning of each year students will be allocated a specific locker. This allocated locker is the only locker the student should access or use throughout the duration of the year unless given approval by their relevant Leader of Wellbeing.

Each student will also be allocated a combination lock. Each combination lock is unique and has an individual serial number and is allocated to a specific student. Students cannot swap or trade combination locks once they are allocated. Each combination lock has a unique three part combination, which should not be shared with any other students to ensure a student's allocated locker is secure.

The student's allocated locker must be secured (locked) using the student's allocated combination lock. No other padlock or locking device is to be used to secure (lock) a student's locker other than their allocated College combination lock.

As both the locker and the combination lock are property of the College, the College holds the right to enter a student's locker in particular cases if there is deemed to be a significant risk to either College property or students of the College.

If a student leaves the College

At the conclusion of a student's enrolment at the College (either at the conclusion of Year 12 or before if unenrollment occurs) the student will return the combination lock in working order. If lost or damaged, the student will be charged to replace their allocated lock.

FAQs

1. What happens if a student loses or deliberately damages a locker or combination lock?

- A. Combination lock: if a combination lock is lost or deliberately damaged beyond repair, the student will be charged the value of replacing the lock. Parents/caregivers will be notified before this occurs.

Locker: If a student deliberately damages a locker they will be charged the cost of repairs.

Note: In line with other College policies further punitive and disciplinary measures will follow regarding malicious damage to college property

2. What happens if a student combination lock malfunctions?

- A. The student is to see their relevant Leader of Wellbeing. The Leader of Wellbeing will then either replace the lock or request the student purchase a replacement if malicious damage is suspected.

3. What happens if a student forgets their combination?

- A. All lock combinations are stored securely by the College. Students can see their relevant Leader of Wellbeing to get their combination.