

## **POLICY ON SECURITY**

### **Money, Valuables and Lost Property**

#### **Pupils should not bring to school anything of value which may be lost or mislaid**

- Except for dinner money, children should not have large sums of money in their possession.
- Occasionally a child may have 'trip money' or 'photo money' and so on. Such sums should be given to the form teacher during a.m. registration. If any member of staff is not sure about accepting responsibility for items handed to them for safekeeping please see the administrator and place the item in the school safe.
- Watches, rings and earrings removed for P.E. and games' activities must be deposited in the valuables box and collected at the end of that lesson.
- All clothing and possessions are to be named.
- The lending and borrowing of money/possessions by children is discouraged.
- The swapping of possessions among the children is discouraged.

**Neither the school nor the local authority can accept responsibility for personal belongings brought to and left at school.**

### **School Equipment**

1. As a general rule equipment should be stored away at the end of the school day.
2. T.Vs, DVD recorders/Projectors and video recorders are to be returned to a secure store at the end of the day.
3. Every item is the specific responsibility of a member of staff who should report any loss or damage.
4. Every item of AVA equipment must be listed with sufficient supporting detail (i.e. manufacturer's name, model number, serial number and so on). The School Administrator keeps this record.
5. Computers and the data projectors must be handled carefully, and appropriate security procedures followed.
6. Staff may not take expensive school equipment home without permission from the Headteacher or Deputy Head and without giving an undertaking to make good any loss or damage. School lap-tops have an individual insurance scheme but are not covered by theft from cars.

Access to the school :

1. Official keys should not be entrusted to pupils.
2. The door code in the foyer should not be given to pupils. Office staff will help visitors and pupils access the school.
3. Designated staff will have certain keys according to their responsibilities
4. The Headteacher, Deputy Head, Site Manager, Caretaker and School Administrator will have copies of necessary keys essential to the running of the school.
5. For access to the building at weekends, evenings and holidays staff should contact the Headteacher or Caretaker.
6. Care must be taken not to interfere with the school's holiday cleaning programme.
7. Hiring organisations using the 'Keyholder scheme' have keys to the main entrance door.
8. An alarm system is in place along with security lights and cameras to protect school items from damage and burglary, separate codes for the alarm system are allocated to users.

Updated to include staff laptops, computers and data projectors  
To be reviewed October 2008