

## **SECURITY POLICY**

All visitors and parents must be instructed to report to the general office. Visitors are asked to provide name and reason for visiting. This information is recorded in a book together with time and date of arrival. A numbered visitors badge is provided and returned when the visitor leaves the premises. Visitors are asked to remain in the waiting area until collected. No visitor should be given unrestricted access to the school. The office must ensure that all visitors badges are accounted for at any given time.

Pupils are told not approach any stranger who is not wearing a badge, and to report all unidentified strangers immediately to the nearest member of staff. The member of staff should report this information to the general office as soon as possible.

### **KEYS**

No member of staff should be in possession of a key for which he/she has no justifiable need. A regular audit of keys is held.

Keys should not be given to student teachers or short term substitute cover teachers. School keys should never be given or lent to pupils or parents.

### **OUT OF HOURS ACCESS**

Any member of staff requiring out of hours access to school should obtain a key from the bursar and return it the next day. Only senior members of staff and those on emergency call should retain keys giving access to the school after hours.

The responsibility for locking the school premises in normal circumstances will be divided between the cleaning and maintenance staff.

In the case of a clear emergency requiring a member of the maintenance staff, the general office should be informed and they will, under instruction, from the Headmaster, Teacher in charge Health and Safety or Bursar phone the telephone paging system to summon the maintenance personnel.

All fire exits must be kept free from obstruction. Staff should lock their classroom door when leaving their room and at the end of school; they should also ensure that all windows are closed at 3.25 p.m. and lights and electrical appliances are switched off.

The front doors on College Avenue leading into Crosby and the Assembly Hall must be closed after Assembly and not used by pupils.

### **CASH HANDLING**

At the end of the school day, cash must be removed from all classrooms and given to the Bursar or general office to be locked in the school safe. It must not be kept in desk drawers or filing cabinets. When cash is counted it should be away from public view and preferably in a locked room and by two people. Staff are advised that their personal safety takes priority in the event of an attempt being made to steal money belonging to the school.

## **PERSONAL PROPERTY**

Pupils should be discouraged from bringing valuable items to school. Pupils' personal property should be clearly marked with the owner's name. Pupils should be encouraged to deposit valuable items for safe-keeping at the office.

Staff receiving cash and valuables for safe-keeping should ensure these items are securely locked away. Staff bringing to school items of personal value which are to be used for teaching purposes should first inform the Bursar.

## **SCHOOL PROPERTY**

All departments must keep an asset register to record the quantity, location and serial numbers of its equipment. All HoDs are responsible for ensuring the register is up to date and checked once a year. A copy should be sent to the Bursar. All items of value should be security marked using a UV marker BGS BT20 5HJ. Portable equipment and items of value should be locked in stores over night or when not in use.