

27. Security

Preamble

The local authority's large investment in stocks, stores, furniture and equipment at schools requires that adequate security arrangements exist to safeguard against potential risks of theft, fraud or irregularity. These Financial Regulations seek to ensure that sufficient measures are taken by Governing Bodies to safeguard property and cash and to minimise risk.

See also:

Keeping Your Balance Standards Questionnaire

Regulations

- 27.1. Each Governing Body is responsible to the FBP CEF for maintaining adequate arrangements at all times for the security of all stocks, stores, furniture, equipment, cash data and information, and other property.
- 27.2. Schools must not retain large amounts of cash on school premises. Where a significant amount of cash has been received then the school must make arrangements to bank¹ the monies within a reasonable period of time. Petty cash floats should be kept to a minimum. Any cash at the school must be kept under lock and key, with access to the key being restricted.

See also:

A21 - Income.

- 27.3. Keys to safes and similar receptacles, storerooms and secure areas shall be kept at all times in the possession of responsible persons nominated by the Headteacher. If any keys are lost or stolen steps must be taken to ensure security is not compromised, this may require the changing of locks.
- 27.4. Valuable, portable and attractive items of property purchased from the school budget share or acquired through other sources of finance or donation shall be permanently and visibly marked as County Council property.
- 27.5. Adequate arrangements shall be made for the security of portable and desirable items of property when not in use.

¹ Banking should be same day where insufficient insurable facility exists.