

Resource 18: Current security procedures in your school

	Fully in place	Partially in place	Not in place
Risk assessment regarding likely security to items of equipment.			
a) Procedure for the reporting of stolen goods. b) Are the police always informed?			
a) Procedure for reporting arson. b) Are police always informed?			
Procedure for visitors to school.			
Procedures for contractors on school sites.			
Procedure for checking staff and visitors who have access to children.			
Procedure for daily patrols of building.			
Procedure for daily opening and closing of your school.			
Procedure for protecting confidential data.			
Procedure for use and monitoring of school internet.			
Procedure for backup of all office IT work.			
Procedure for collection/storage of money.			
Procedure for end-of-day office security.			

Cont...

Procedure for signing cheques.			
Procedure for deliveries of school equipment and other items.			
Procedure for ordering school equipment.			
Procedure for verifying school payments.			
Procedure for security of pupils on off-site visits and work experience, etc.			
Procedure for dealing with intruders.			
Procedure for dealing with aggressive visitors.			
Procedure for supporting staff in isolated areas.			
Procedure for dealing with violent pupils.			
Procedure for dealing with activated security alarm.			
Procedure for dealing with children who are at risk of being abducted.			
Procedure for dealing with parents denied access to children.			
Procedure for security of pupil files and information.			
Procedure for security of staff files and information.			
Procedure in place for police checks of adults working with children.			