

# Castle Primary School and Nursery

## Risk Management Policy

REVIEW DATE: OCTOBER 2025

### **Purpose:**

1. To raise the general level of awareness of all personnel at Castle Primary School to facilitate safety and security.
2. To establish priorities and in so doing reduce the risks of security problems at the school.

### **Aims and Objectives:**

1. To reduce the potential cost of crime including repair and replacement costs and the likelihood of recurrent risks.
2. To safeguard the establishment and its assets from crime.
3. To ensure the optimal use of available resources
4. To establish links with other groups locally and regionally to ensure safety and peace of mind to those who legitimately use the school and its facilities.

### **Visitors:**

1. All visitors must report to the office and be signed in. They should be given a badge-stating Visitor and signed by a staff member.
2. All staff must challenge any visitor not wearing a badge or one that is not recognised as a legitimate visitor (parent).
3. On the challenge evidence must be produced of identity and an account for their presence on school property.
4. If these items are not satisfactory the person should be escorted off the premises or to the school office at once. Social events and open evenings are particular areas of concern.

### **Cash Handling:**

1. No money should be kept on the premises longer than is absolutely necessary.
2. On no account should money be kept in school overnight except in the school safe.
3. Money should never be handled in areas visible to visitors or members of the school at large.
4. It should be taken, or sent to the bank at irregular times and transported by different routes.
5. Leaving school or arriving at the bank are times of greatest risk.

### **Protecting Valuable Equipment:**

1. When not in use, all equipment, electrical particularly, should be stored in conditions that reflect accurately the level of risk attached to it. The greater the risk the more secure the store.
2. All teachers must check daily equipment in classrooms. The admin officer to check office equipment.
3. Welfare support staff to check general area equipment.
4. All new property must be visibly and invisibly marked.

### **Safeguarding Personal Property:**

1. All rooms should take an active interest in the safety of their personal property.
2. Rooms used by staff to keep personal property should be kept locked when unoccupied.
3. Pupils are to be discouraged from bringing valuables to school unless necessary for a particular lesson or activity. Help should be given for secure storage during the day.

### **Lost Property:**

1. All lost property will be circulated round the necessary classrooms then placed in lost property store
2. No child should be allowed to look in lost property without the supervision of a member of staff.
3. Valuable property should be handed into the office
4. On items being claimed, the claimant's particulars should be recorded
5. Unclaimed property should only be retained for a period of three months then disposed of in an appropriate manner

### **Key Control:**

1. All keys must be carefully and rigorously guarded, particularly access keys.
2. Visitors should not be allowed access to keys of any area of the building.
3. All outside doors will remain locked until 8.45am
4. Cleaners on leaving their store cupboards will lock fire doors.
5. General outside doors will be locked by 3.30 p.m.

All vandalism, theft and security breaches must be recorded in the Risk Prevention Book in the office.