



Community Services: Education

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To: Heads of all Educational Establishments

Dear Colleague

Security of school equipment: procedures relating to theft

It has not been found practicable for the authority to insure against the loss by theft of school contents including cash, personal property and money and school fund monies except in circumstances where the initial excess in policy is exceeded. For security reasons therefore, Head Teachers/Campus Principals are asked to observe the following guidelines.

- Money should be banked just as soon as is possible after collection - ideally, on the day in question - since lockfast safes cannot be provided in all schools.
- All readily transportable equipment such as computers, radios, record players, tape recorders and photographic equipment should be locked away at the end of the school day in a central store, where possible. The serial numbers of such equipment should be recorded on the school inventory. This information should be made available to the police on request.
- Items of equipment donated to the school by external bodies including parent councils and parent groups are considered on the same basis, and should be detailed in the inventory.
- Where any of the items recorded on the school inventory are stolen or destroyed those items considered to be essential to the continued operation of the school may be replaced by the authority. A case for replacement of stolen equipment should be made to the Head of Service.
- To minimise damage to fabric and furniture, Head Teachers/Campus Principals should ensure that classrooms, other than those containing valuable items of equipment, are left unlocked but closed at the end of the day. Similarly desks and

other expensive items of furniture should be locked only where in the opinion of the Head Teacher/Campus Principal this is advisable.

- If a burglary takes place in a school, the police and area property officer should be notified immediately. In addition, a report should be sent as soon as possible to the Head of Service giving particulars of the property stolen.

Yours sincerely

Executive Director of Community Services

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