



## Security of Resources Policy

### **A Policy**

#### **1. Scope**

- 1.1 This policy applies to all of the school. This policy also applies to contractors working and visitors/members of the public.

#### **2. Background**

- 2.1 The school endeavours to ensure all premises are secure and all employees are required to wear their identification badges at all times. Visitors must adhere to the school's Visitors Policy.
- 2.2 It is recognised that the majority of people are honest and trustworthy. This policy has been developed to provide guidance in the event of the school having reason to believe an individual has, or is intending, to remove school property without permission.
- 2.3 The school has a duty to ensure the safekeeping and security of all resources including supplies, equipment and machinery. This policy has been introduced to assist in the management of the safekeeping and security of such resources.

#### **3. Policy Aim**

- 3.1 The aim of this policy is to stop and/or deter individuals removing school property without authorisation.

#### **4. Responsibility**

- 4.1 All individuals have a role to play in the application of this policy by reporting any incidents of suspected unauthorised removal of school property to an appropriate manager.
- 4.2 The Headteacher will be responsible for ensuring that action is only taken in accordance with the policy.

#### **5. Other Policies/Procedures**

- 5.1 Where there is reasonable suspicion that employees are removing goods without authorisation action may be taken within the terms of the school's Disciplinary Policy. Action taken under this policy must not infringe any of the school's other policies, procedures or legislation, particularly the Human Rights Act 1998 **and the Equality Act 2010.**

### **B Procedure**

#### **1. Introduction**

- 1.1 In order to stop and/or deter instances of theft from the school where there are reasonable grounds to suspect that school property is being removed without authorisation the following procedure will be followed.

## **2. General**

- 2.1 An individual will be stopped only where there are reasonable grounds to suspect that school property or goods are being removed without authorisation.
- 2.2 An individual may be stopped at any time providing this procedure is followed.
- 2.3 The Headteacher or designated SLT member must authorise the use of this procedure on each occasion.
- 2.4 Information obtained will be confidential to those involved in the procedure and/or any subsequent disciplinary hearing although it may become public as a result of any subsequent court hearing.
- 2.5 The person operating the procedure must always be accompanied by a witness. When a female individual is involved either the person conducting the search or the person witnessing must be female and vice versa. Any person stopped under this procedure has the right to request the attendance of a witness, where practicable at any stage in the procedure.
- 2.6 Those involved in operating the policy must be polite but firm at all times no matter what the provocation.

## **3. Process**

- 3.1 Where there are reasonable grounds to suspect that school property is being removed without authorisation the following process will be followed:
  - a) The individual must be told that there are reasonable grounds to suspect that they are removing school property without authorisation.
  - b) Every effort must be made to avoid embarrassment to the individual and therefore the procedure will be carried out in private and not in view of others.
  - c) The individual will be asked to show the contents of any bags (eg briefcase, carrier bag, handbag) and pockets (eg coat, suit, overall etc) but the manager must not, under any circumstances, physically touch them.

## **4. School Property Not Found**

- 4.1 If as a result of following the process at 3.1 above the individual is found not to have any school property an apology should be given. The individual must be thanked for assisting the school and given the opportunity to record any comments or complaints. These are to be entered onto the Record (Appendix A) which the individual must sign.

## **5. School Property Found**

- 5.1 If as a result of following the process at 3.1 above the individual is found to have school property the individual will be invited to explain why they have school property found in their possession.
- 5.2 Where the Headteacher believes that there is a good reason for individual having school property in their possession and/or the individual has been authorised to remove the property the Headteacher must carefully record the reasons for not pursuing the issue on the Record (Appendix A). The Headteacher can often verify such justification with the individual's line manager.

- 5.3 If school property is found and the individual has no justification and/or has not been authorised to remove the item, the Headteacher may call the Police.
- 5.4 Whilst awaiting the arrival of the Police, the individual concerned should not be left alone or have the opportunity to destroy/dispose of any evidence.
- 5.5 The Headteacher should note (Appendix A) what the item is, where it was found and under what circumstances, what the individual said, who the witness(es) were and the action that was taken. A full record must be made as soon as possible after the incident by the Headteacher and witness. The report may be used in disciplinary and/or Police evidence therefore it is important that the facts and timings are recorded accurately.
- 5.6 If the Police are involved and they take the item away, the name and number of the Police Officer involved must be shown on the report. Where the item is not taken by the Police the Headteacher must store the item in a secure place until any case (disciplinary or Police) has been closed.

## **6. Non Co-Operation (for school employees)**

- 6.1 If an individual refuses to co-operate the Headteacher must explain the school's policy and the procedure.
- 6.2 The Headteacher **must explain that failure to cooperate with a reasonable managerial request could result in the Disciplinary Policy being invoked.**
- 6.3 If an individual refuses to be co-operate, on no account must they be forced to co-operate. If the Headteacher has reasonable grounds to believe that the refusal is because the employee is removing property/ goods they should call the police.
- 6.4 In the event of an item of school property being found the individual will be given the opportunity to explain the item in line with section 5 above.

## **7. Vehicles**

- 7.1 On occasions it may be necessary to invite a person to show the contents of their vehicle where there are reasonable grounds to suspect that school property is in the vehicle. In these circumstances the owner of the vehicle must be present and they should, when requested, be invited to unlock the door, boot and glove compartment and show the contents as required by the Headteacher. The procedure as outlined above in sections 3 - 5 must be followed as appropriate. In the event of non co-operation action as referred to in section 6 must be taken. The individual will be invited to explain the presence of any school property found in their possession as outlined at section 5 above.

## **8. Employee Storage Space**

- 8.1 Individuals should be aware that any storage space, including but not restricted to lockers, drawers and cupboards, remain the property of the school and as such the school can reasonably request access to any of the above at any time.
- 8.2 An individual's storage space may be searched where there are reasonable grounds to suspect that school property is stored with a view to it being removed from the premises without authorisation e.g a witness may have reported suspicious activity. In this instance the individual whose locker is the subject of the search and an appropriate witness must be in attendance.

8.3 When requested by the Headteacher/designated SLT member, the individual should open the door and show the contents. The procedure as outlined above in sections 2 to 6 must be followed.

## **9. Contractors**

9.1 Contractors working on school premises may be stopped if there is reasonable suspicion they are removing school property without permission. The procedure outlined above must be followed and in addition their employer must be informed, by the Headteacher/Designated SLT. In the event that the Police are involved and the case is proven, the individual will be refused future entry on any of the school's premises. Contract documentation will include appropriate wording to make it clear that this Policy will be applied.

## **10. Members of the Public/Visitors**

10.1 The policy and procedure outlined above will apply to members of the public and visitors to school premises.

<b>RECORD OF REMOVAL OF SCHOOL PROPERTY</b>	
<b>Reason for suspicion:</b>	
<b>Date, time and location of inspection:</b>	
<b>Brief details of inspection:</b>	
<b>Result:</b>	Negative/Positive* *If positive please also complete item details below
<b>Comments of individual:</b>	
<b>Inspection undertaken by:</b> (print name and sign)	
<b>Inspection witnessed by:</b> (print name and sign)	
<b>Other witnesses:</b>	
<b>Employee:</b> (print name and sign)	
<b>School:</b>	
<b>Item Details:</b>	Type of Property:  Description:  Serial Number:  Was the item taken by the police:  If yes, name and number of Police Officer:

This form is to be retained by the Headteacher