



Management CIRCULAR No.

26

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Glasgow City Council
Education Services
Wheatley House
25 Cochrane Street
Merchant City
Glasgow
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To **Heads of all Educational Establishments**

Dear Colleague

School Security

1. 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. For security reasons therefore, Heads of Establishment 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, cd/dvd players, tape recorders and photographic equipment should be locked away at the end of the school day in a central store. The serial numbers of all 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/carer 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 and the replacement costs met by the authority.

In order to minimise damage to fabric and furniture, Heads of Establishment 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 of Establishment this is advisable.

If a burglary takes place in a school, the Police and the City Building (Glasgow) LLP, Central Reporting Section should be notified immediately. In addition, a report should be sent as soon as possible to the Executive Director of Children and Families giving particulars of the property stolen.

2. Locking of School Gates

Janitors should be instructed that, in accordance with the authority's policy on the matter, where a reasonable boundary fence exists, school gates are to be closed and locked when the school is unoccupied outwith any period of lets.

Key holding cleaners should be provided with a key for the most convenient exit gate, all other gates having been locked previously by the Janitor.

Departure from this procedure should generally only be allowed where necessary to take account of public rights of way, where these have been legally recognised, or where the school buildings are themselves fenced-off from the school playgrounds to which free access could accordingly be permitted. Proposals to depart from the policy in any other circumstances require to be approved by the Executive Director of Children and Families and these should have been the subject of prior discussion with the Parent Council to ascertain its views.

Yours sincerely

Margaret Doran
Executive Director of Children and Families