



SECURITY OF ASSETS AND INSURANCE ARRANGEMENTS

Operating Manuals and Training

The systems in the school use the procedures detailed in the LA standing orders and SIMS applications manuals that are reviewed and updated on a regular basis. The manuals are available for staff to consult. In addition the System Manager is able to give assistance on practical matters as they arise on a day-to-day basis.

The System Manager attends training on all modules. This training is conducted by Capita. Their courses are run at various locations/times throughout the year.

In addition to the off site training, staff are inducted into the use of modules by the System Manager and other trained staff on a regular and 'need to use' basis.

Insurance Arrangements

Most aspects of Insurance at Cumberland School Specialist Sports and Applied Learning College are covered by arrangements made with schools by the London Borough of Newham. These arrangements are under annual review by the LA and representatives of the Schools. Cumberland School Specialist Sports College and Applied Learning College has elected to make full use of these arrangements and has not opted out of any provision. The premiums for this cover are identified in the annual school budget.

The school is required to keep up to date inventories of vulnerable equipment, this is the method selected by the LA to notify new equipment risks. Un-inventoried equipment is not insured. Inventories are also required by the stock control policy. The LA must also be informed of new risks, property, equipment and vehicles which require new or altered insurance. These new or changed risks should be notified to the Director of Resources who will contact the appropriate LA officer.

In addition to the general policy, the LA also provides cover for staff absence and maternity leave. This is funded from the staffing budget.

Uninsured risks should be brought to the attention of the governing body by the Headteacher. The governing body must then consider whether or not to insure these risks. The cost of any premiums will have to be met from the schools delegated budget.

Whenever pupils are taken offsite it is necessary that they are properly insured. In some cases this is covered by the LA policy, but in many cases this will require extra insurance. Staff organising educational visits *must* ensure that all pupils are covered and show the documentation to the appropriate Deputy Head before the educational visit leaves school. Educational visits not covered by the LA can be insured with the School Journey Association. The cost of this insurance should be taken into account when budgeting for a trip. All guidelines and rules laid down by the LA and/or SJA must be rigorously followed or the insurance may be invalidated.

The School, staff or governors may not give any indemnity to a third party without the written consent of the insurers and the LA.

All losses or other incidents must be notified to the LA and other insurers at the earliest possible moment if a claim is likely to be made. A report should be written by the responsible member of staff and passed to the Headteacher.

No equipment should be taken offsite unless arrangements have been made to ensure appropriate insurance cover. Budget holders should check that loans are covered by the LA policy or the borrower's house contents insurance. All loans must be recorded on a loan register. See section "Off-Site Registers".

Stock Control Policy

Schools often have attractive and portable items of materials and equipment ranging from library books to computers and video recorders. These assets should be kept under proper control. Headteachers should make arrangements to identify items as school property, to record the location of the assets and to insure them for off-site use where necessary.

Most schools also carry stocks, mainly of the kind that are in constant use such as stationery, cleaning materials and sports equipment. Generally, they are consumable items and the costs are charged to the various budget allocations as each purchase is made. Often stock records are not maintained and therefore schools should keep a close watch on the quantities ordered and the frequency of ordering. They should ensure that stocks are adequately safeguarded and in the charge of responsible members of staff.

All budget holders in Cumberland School Specialist Sports and Applied Learning College have responsibilities for the safeguarding of equipment purchased on their authority with public funds. It is essential that budget holders understand and carry out their duties as detailed below. Whilst some of the administration tasks may be delegated the responsibility remains with the designated budget holder.

Inventories

It is the duty of budget holders to maintain an inventory of all attractive or portable items (e.g. video recorders, cameras, televisions, power tools etc) purchased from their budgets or provided by other agencies. In addition to any information the budget holder considers important the inventories must contain the following information (where available):

- Manufacturer (Make)
- Model Number or Name
- Serial Number

All such items must be identified with security marking as belonging to Cumberland School Specialist Sports and Applied Learning College. Items should be put on to the inventories as soon as possible after delivery and checking.

The inventories must be stored in a secure place and be available for inspection by the Headteacher or Deputies at any time.

Security of Stock

It is the duty of the budget holder to ensure that stock is securely stored when not in use. Clearly budget holders have to work within the limitations of storage space available. However valuable items of stock should not be purchased unless a secure place is conveniently available for storage. Budget holders must ensure that equipment is protected from misuse and theft at all times. Staff should not use equipment unless they are familiar with its safe and proper operation.

Inventory Checks

The Headteacher has a statutory duty to ensure that stocks are maintained at reasonable levels and are subject to regular, *independent*, physical checks.

The Headteacher will ask budget holders to check their inventories at least once a year. The budget holder must physically check that items listed on the inventory are present in school. If items are off-site they must be brought into school for a physical check. Any discrepancies must be investigated and pursued to a satisfactory conclusion. Any unresolved discrepancy over £250 *must* be reported to the Headteacher, who will make a report to the governing body.

The Director of Resources will ensure that a rolling programme of inventory checks is carried out on a yearly basis.

Off-Site Registers

Whenever school property (e.g. musical instruments or computer equipment) is taken off the school site it is the responsibility of the budget holder to make the following arrangements.

1. Maintain an off-site register. This should contain the following information.
 - a) Identification of stock item by name and serial number.
 - b) The date of loan
 - c) The name of the person borrowing the item
 - d) The signature of the borrower
 - e) The expected date of return of the item to school.
 - f) The actual date of return.
2. The budget holder is responsible for checking insurance arrangements for the loan item.
3. The budget holder should be satisfied that the item can be safely transported. It is not appropriate for valuable equipment to be moved by public transport, or to be

carried on local streets.

4. The budget holder must specify when the equipment is expected back in school and ensure the borrower understands that an inventory check will require return of items within 48 hours.
5. If any difficulty arises with the return of items by the date specified, the budget holder must inform the Headteacher of the details of the loan.

Theft and write-off of stock

The theft of any item of inventoried stock must be reported as soon as possible to the Headteacher. The theft should be notified to the Police by the Headteacher, Deputy or Director of Resources. The missing item should be deleted from the inventory, with a signature from the Headteacher. Details of the missing item should be passed to the governors for their information. In the event that the item is recovered it must be reinstated in the inventory.

All stock will eventually reach the end of its useful working life. The headteacher can authorise the write-off or disposal of stock of up to £2000. Budget holders must submit details of such stock, with the reason and proposed method of disposal. Above £2000 will go to the Finance Committee.

Use of Keys

Safes and secure storage areas should be kept locked and the keys removed. Key holders should keep the keys on their person and should not be left in the vicinity of the secure area.

Budget holders should keep a list of key holders to secure areas used for their stock. Random checks should be made to ensure that key holders still have their keys. If a key is lost, arrangements for a replacement must be made via the Director of Resources who will arrange for a replacement key from John Laing's Integrated Services Facilities Management. Staff must not arrange for keys to be copied.

The loss of any keys must be reported immediately to the Headteacher who must inform the LA.

If pupils are seen with keys that appear to be similar to any school key they must be reported to a Deputy immediately and the key confiscated for investigation.