

Horsford CE Primary School

Handling money policy

1. Encourage parents to pay by cheque where possible
2. Do not leave money in the Office unattended. In the event of an emergency, resulting in being called away from the Office, close and bolt the door.
3. Make sure money is held in a secure facility whilst on school premises. i.e. school safe
4. Ensure banking is carried out frequently – twice a week under normal circumstances
5. Vary the day, time of person doing the banking.
6. Make sure money is kept out of sight whilst transporting it, whether this be by foot or car.
7. If a large amount of cash is involved make sure someone accompanies the person banking.
8. Avoid busy times at the Post Office, so the person banking is not waiting in a long queue.
9. Make sure school staff who are banking know what to do if attacked or threatened – (Do not resist and put yourself at risk. Try to concentrate on observing the attacker to help in any subsequent police investigation.)

Reviewed March 2024