



The Alphabet Before, After & Holiday Club

Registered Charity: 1089318

Staff Security – Policy and Procedure (#31)

Our Club is committed to helping our staff understand the need to keep their own belongings safe as well as financial security.

The following procedures have to be adhered to:

1. All staff should keep belongings safe.
2. All money, cheques or sealed envelopes from parents/carers should be passed to the Manager as soon as possible.
3. Receipts should be written straight away for any fees received.
4. Cash and cheques should be banked as soon as possible and not left in the petty cash tin for long periods of time. The club has a responsibility to parents/carers to process their fees as quickly as possible as they will expect cheques to leave their accounts within a few days.
5. Only the Manager or Senior Member of staff on duty is to have access to the float monies. Float monies should be kept to a minimum with no more than £60 within it, for staff safety, and locked away in a tin at all times.
6. No work experience students are to have access to monies, supplies, keys or personnel and children's details.
7. Visitors, parents and children should not be left alone in the building to make sure opportunities are not given for unnecessary petty theft.
8. As the building is sometimes used by others, staff must make provision to ensure all valuables are locked away.
9. All codes to alarms to be changed on a regular basis by main user.

This policy was adopted on

Signed on behalf of the Club

Signed on behalf of the Trustees

Date of Review