3.7 Security of Money and Company Property

Contents

1. Money

- Any sum of money received from a manager or colleague must be checked, agreed and signed for. Any disputed discrepancies should be notified immediately to the Finance Manager.
- All monies belonging to the Company must be kept on the staff members' person at all times or in a locked and secure cash box in a locked room.
- Staff members should avoid bringing large amounts of personal cash/credit cards to work with them. The Company does not accept responsibility for any loss, theft or damage.

2. Mobile Phones

- When a staff member working with a young person has been issued with a mobile phone, the phone must be kept at all times on their person or in a secure locked place.
- Where precautions are not observed, a staff member may be held liable for excessive calls made when the mobile phone has been used by an unauthorised person.
- Staff in receipt of a company mobile phone are required to adhere to the Company Mobile Phone Policy (BMP1) and are required to sign and return the acknowledgement form BMP2.

3. Laptops

- Laptops must be kept secure when taken off site. Do not leave them unattended. All employees are required to take reasonable measures to minimise the risk of loss of Company data and software through theft. Particular care needs to be taken to ensure that laptops are not left unattended in vehicles or any other non-secure place.
- All equipment must be logged off correctly and powered down when not in use for long periods of time.
- No equipment must be attached to the network without the consent of the person responsible for IT.
- No equipment must be moved without the consent of the person responsible for IT.
- No equipment may be modified without the consent of the person responsible for IT.
- All equipment must be treated with due care and attention and maintained in a condition and environment conducive to good working order and long life. Any fault, loss or damage must be reported to the person responsible for IT without delay. If in doubt consult the person responsible for IT.

Revision History

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End