

Top 10 tips to maintain security during a school closure.

1. Make sure your contact numbers are up to date, should the police or your security company need to call you.
2. Site staff should regularly check the perimeter fence to ensure it's secure, all windows and doors are locked and the alarm/cameras are armed. Test the alarm regularly to make sure it's in working order, is monitored, and has a police response.
3. Do you need to review your security procedures with minimal staff on site? Keep in mind the safety of staff and pupils if they are occupying a remote area of the building (i.e. to maintain social distancing).
4. Remind all staff about basic security principles. Lock all laptops/I-pads in secure cabinets, in a secure room in the centre of the school if at all possible. Make sure valuable equipment is not left on show.
5. Make sure the tracking application is activated, e.g. 'find my iPad'. Refer to the manufacturer's website or your IT managed service provider for guidance.
6. Ensure you have an up to date inventory of IT equipment including make, model and serial numbers. Register them with a free registration service (<http://www.immobilise.com> for details)
7. Marking IT equipment with the school's name and postcode can make it harder for a burglar to sell on stolen items. This can be done either with UV pens or with a visible solution, but check warranty issues with your supplier prior to property marking.
8. Lock any school bicycles away in a secure area and have these marked www.bikeregister.com
9. Consider sending a letter/postcard to local residents designed by pupils, to ask them to watch over the school whilst you are closed. Ask them to report any suspicious circumstances to the police.
10. Don't assume that it happens to someone else, thieves will exploit any opportunities, and empty buildings may attract unwanted attention.