CASH HANDLING POLICY
2014

Date issued: March 2014
Date to be reviewed: 2017

SCHOOL COMMITMENT
St Joseph’s Primary School is committed to appropriate and responsible cash handling practices. The school’s policy aims to:

- Ensure that risks associated with cash handling are competently assessed
- Provide safe systems of cash handling
- Ensure that cash handling does not provide a threat to the safety of staff, students or others present on school premises
- Ensure that emergency and post-incident procedures are in place.

Management priorities
The school will ensure that:

- Cash handling procedures are implemented which minimise the risk of robberies or attempted robberies, or other adverse outcomes
- Adequate resources will be provided to ensure systems of work are safe
- Staff will receive suitable information, instruction, training and supervision to enable them to manage cash handling activities safely.

Overview of Cash Handling Procedures
- All money is to be counted in the presence of two people
- All money is to be counted in a safe and secure area within sight of others
- Canteen security door is to be closed at all times
- All overnight holdings are to be placed in the safe
- No money is to be kept in classroom or canteen overnight.
Banking of Money

- To be undertaken by secretary, principal or canteen convenor
- To be undertaken at varying times and using varying routes
- To be concealed in a variety of carry bags.

Employee commitment

All staff will comply with the school’s procedures for safe cash handling. Staff will record daily the intake of money given to the classroom. All money will be sent to the office daily.