



Mernda Primary School 0488

CASH HANDLING POLICY

SCHOOL COMMITMENT

Mernda 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 administration staff, 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.

This policy was last ratified by School Council on 15th February 2016