

Moray Council

Internal Audit Section

DEPARTMENT: Education, Communities & Organisational Development

SUBJECT: Primary School Estate Security

REPORT REF: 22'017

Follow Up Audit Review

Risk Ratings for Recommendations						
High	Key controls absent, not being operated as designed or could be improved. Urgent attention required.	Medium	Less critically important controls absent, not being operated as designed or could be improved.		Low	Lower level controls absent, not being operated as designed or could be improved.
No.	Audit Recommendation	Priority	Accepted (Yes/ No)	Date of Completion	Status / Explanation	
Key Control: The controls around school access are sufficient to prevent unauthorised entry to primary schools.						
5.01	Guidance should be prepared and issued to all schools detailing good security practices.	Medium	Yes	31/08/2022	Not implemented. Revised guidance has been drafted, but consultation with head teachers and unions is still required before finalisation. Revised implementation date of 30/09/2023.	

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	Due to the different nature of individual schools with regard to buildings, play areas, etc.; consideration should be given for each school to develop its own documented security procedures.			31/08/2022	Not implemented. Individual action plans for each school are being drafted based on risk assessments carried out. These alongside centrally agreed security guidance will form the security guidance documentation for each school. Revised implementation date of 30/09/2023.	
5.02	Remedial action should be undertaken to resolve the security concerns found during the audit regarding a door entry security system.	Medium	Yes	Implemented	Implemented. Work completed prior to the issuing of the original audit report.	
5.03	A review of the CCTV arrangements including coverage requirements for all primary school estates should be undertaken.	High	Yes	31/08/2022	Implemented - A review of CCTV requirements for each primary school has been completed and a rolling program of installing or upgrading is underway.	

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5.04	A standardised recording system should be introduced within all primary schools to ensure a consistent approach is followed in the recording of incidents or concerns. In addition, notices/ posters should be displayed within Schools to remind staff and pupils to follow good security practices.	Low	Yes	31/08/2022	Not implemented. The revised school security guidance details the requirement to record security concerns. As noted in recommendation 5.01, this guidance requires further consultation with head teachers and unions before finalisation. Revised implementation date of 30/09/2023.	
5.05	Regular training to promote good security practices should be provided to all staff within schools.	Medium	Yes	Ongoing from 31/08/2022	Not implemented. Once the revised school security guidance has been agreed, training will be provided to schools. Revised implementation date agreed- ongoing from 30/09/2023.	

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5.06	Each primary school should undertake a documented assessment of the buildings and grounds including play areas to assess current security risks and the controls implemented or required to mitigate these risks.	Low	Yes	31 August 2022 for risk assessment guidance. 31 December 2022 for risk assessments to be completed.	Implemented. Senior Health and Safety Advisor has carried out a health and safety assessment in relation to security at each primary school. A risk assessment report has been prepared for each school, together with an action plan pertaining to each site.	