



# **Cherry Willingham Community School**

## **A Specialist Sports College**

### Property/Lost Property Policy

Date of approval:	January 2006
Date for review:	January 2008
Governors Subcommittee:	Pupil Services
Policy written by:	D Mills
Named member of staff:	C Ashcroft

## Purpose of the Policy:

- \* To describe the responsibilities of pupils, parents/staff.
- \* To outline the procedures in the event of a pupil losing property or it being found.
- \* To create a safe, crime-free environment for all site users.

Persons accountable: All pupils and all staff.

Key person: Mrs Ashcroft (S.A.O.)

## Property

- \* All pupil property at school must be clearly labelled. This particularly applies to clothing items.
- \* We strongly advise that pupils do not bring large sums of money/expensive items to school. These are no safer here than anywhere else these days. It is unreasonable to expect the school to become involved in chasing up such mislaid/stolen items.
- \* Pupils must abide by the school uniform regulations and should not bring rings, necklaces etc to school.
- \* Mobile phones are not specifically banned at this time, though we have great concerns about them because of potential misuse (in and out of school!) through inappropriate images or texting. If phones are misused, i.e. if they are out or used in lessons they will be confiscated, (see below). They must be turned off at all times in lessons.
- \* Pupils are expected to bring the right property to school e.g. books, equipment.
- \* Pupils are expected to search for something if lost – they must not assume it is lost, but report it (see below)
- \* Pupils should go to the office, look at the lost property, look at the noticeboard in the main corridor near the staffroom.
- \* Pupils are expected to be completely honest themselves – not borrowing without permission or taking anything belonging to anybody else.
- \* If something is found it should be, handed it in to the office. Finding something and keeping it is 'stealing by theft'.

- \* Pupils must be vigilant. They should report suspicions of other pupils to a member of staff. They are protecting themselves and their friends. They are also helping a thief to avoid getting a habit for life. It is our school.
- \* If pupils have reported something lost and find it, they should let the office know!

### Expectations of parents

- \* To support all the above conditions for pupils.
- \* Especially to ensure all property is labelled.
- \* To insist that no expensive items are brought to school.
- \* To support the school policy on confiscation.
- \* To advise us of lost property if it has not been reported by a pupil.
- \* To take appropriate insurance steps for personal property.

Note: The school has no insurance arrangements for pupil property and we cannot take responsibility for lost/stolen items.

### Expectations of staff

- \* To publish an 'expectations of pupils poster in the classroom.
- \* To set an example about care of property by taking appropriate security precautions.
- \* To receive information about lost/stolen property and to take responsible steps to help pupils to recover lost items (ask pupil to fill in lost property form at the office).
- \* Portable CD/MP3 players are not specifically banned at this time, though we have reservations about their over-use/misuse. As with phones they will be confiscated if misused.
- \* Pupils are not to bring inappropriate books, pictures, films to school.
- \* Anything deemed to be an offensive weapon is strictly prohibited. Bringing one to school could lead to exclusion.
- \* Pupils are expected to bring the right books and equipment each day.
- \* To remind pupils frequently about the policies.
- \* To look after confiscated property. Once you have taken it, you have a responsibility for it. Place it in an envelope, container, label it, take it to the

school office. The maximum time property can be confiscated is a week and this should be for a repeat offence.

### Expectations of pupils

- \* Look after your property. Label it.
- \* Keep it safe, use a locker, do not leave it lying around or in a pocket in a coat hanging in the corridor.
- \* Do not bring expensive items to school.
- \* Abide by the school rules about uniform, phones etc.
- \* Report a loss to somebody and do it quickly. We cannot hope to recover something stolen the next morning. (There is a standard form (obtainable from the school office)).

### Confiscation

We expect full backing from parents (see below) for our policies. If items are brought or worn to school we reserve the right to confiscate them. Such items will be returned at the end of a specified time (e.g. end of day / end of week). A parent may collect items (please ring first) with an agreement to ensure that school policies are followed in future.

### Repeated mis-use of property

A constant mis-use of property could lead to a pupil being banned from e.g. bringing a phone to school.