

Inspire Education Community Trust



Inspire Education Community Trust
Learning together and inspiring success

Personal Property Policy

Approved by the CEO	1/9/2023
Version No.	3
Review Date	1/9/2026
Statutory	-

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Statement of intent

Inspire Education Community Trust understands that pupils and staff may bring their personal items onto the premises and, in some circumstances, these items may become lost, damaged or stolen. Whilst the school strongly discourages bringing high-value items onto the premises, it is inevitable that some staff members and pupils may wish to do so.

The school has developed this policy to:

- Provide a framework for any lost property
- Clarify the pupils' and staff members' responsibility for the liability of their own items.
- Outline the school's policy on any damages incurred to school equipment and facilities.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Theft Act 1968
- Occupiers' Liability Act 1957

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy
- CCTV Policy

2. Definitions

The policy defines:

- **"Property"** as any item belonging to a person, where that person has possession and control over it.
- **"Lost property"** as an item which the owner has lost but wishes to recover.
- **"Mislaid property"** as an item which the owner has inadvertently left in a location and wishes to recover.
- **"Found property"** as an item not belonging to the finder that has either been lost or mislaid by the owner or can be treated as abandoned property.
- **"Abandoned property"** as an item that the owner has seemingly abandoned and thereby may be deemed to have relinquished ownership of.
- **"Non-returned item"** as an item that is unidentifiable, unlawful or dangerous.
- **"Damaged property"** as an item that has been defiled so that there is an impairment to its value, usefulness or normal function.
- **"Stolen property"** as an item that has been taken without the owner's knowledge or consent by a person who does not own the item.

3. Liability

The school will not take responsibility for items lost or handed in to us; however, we will endeavour to return items to their owner as quickly as possible.

Pupils, parents and staff members are responsible for their personal property and possessions whilst on the school premises, or when partaking in school activities such as trips and school events.

The school will not be held responsible for any loss, damage or theft of personal property. Pupils, parents and staff members bring items onto the premises at their own risk – this includes, but is not limited to, the following:

- Jewellery
- Electronic devices, including mobile phones and tablets
- Keys
- Money
- Bicycles, scooters, skateboards or other

Pupils, parents, staff members and visitors will be held accountable for any damage incurred to school property and facilities due to their negligence.

Medicine

Pupil medication: In line with the school's medication policy – this has to be brought in by parents and agreed by the school beforehand as per the policy

Staff medication: Should be locked away throughout the day

4. Damage

If an individual damages school-owned equipment or facilities, they may be charged the price of the repair.

Where a pupil causes damage, and the damage was inflicted due to negligence or misbehaviour, the school's Behaviour Policy will be followed, and the appropriate disciplinary measures adhered to.

If a pupil causes damage to school property or facilities, the head of school will send a notification letter to the pupil's parents, which includes a payment notice.

If an individual intentionally damages another person's property, the school will not be held accountable, and it will remain impartial.

Should an individual receive a demand for payment and disagree with the charge, they can follow the school's Complaints Procedures Policy, which can be found on the school's website.

The school will have CCTV in place, to be used as evidence, as well as a protective measure. The school's CCTV Policy will be adhered to at all times.

5. High-value items

The school strongly discourages pupils, parents and staff members from bringing high-value items, such as electronic devices and jewellery, onto the school premises.

If high-value property is brought onto the premises, it is the owner's responsibility to ensure that the property is safe and secure.

The school will provide the following arrangements for individuals to safely store their personal items:

- Staff lockers and lockable cabinets in classrooms

Whilst the school provides secure arrangements for individuals to store their personal items, the school is not liable for any loss, damage or theft of any item once stored.

Pupils and staff are encouraged to implement appropriate insurance arrangements for their high-value items, should they become damaged, lost or stolen.

Pupils' and staffs' items are not covered by the school's insurance.

6. Safe-keeping of valuables

Pupils

Pupils will take their item to the school office e.g. mobile phone for those pupils who go home alone.

Pupils can collect their item at the end of the school day.

Office staff will put the item in the school safe for collection at the end of the day.

Staff

Staff will not leave bags or other valuables on display in the classroom – these items will be locked in a cupboard in the classroom, or in staff lockers.

Any items of significant value will be placed in a staff locker or lockable cabinet.

7. Lost property

Lost property will be reported to the school office immediately.

When a claimant comes to the school office, the office staff will collect the relevant information and refer the matter to the head of school in case of high value items.

Additional details may be sought where necessary to ascertain whether the item is the claimants, e.g., checking knowledge of a screensaver on a mobile phone.

If the item has been handed in, it will be returned to the claimant once their identity has been ascertained.

Returnable items of personal identification and non-returnable items will not be retained on the premises for any longer than five working days.

Cash or items containing cash that are handed in will be placed in a sealed envelope and locked in the school safe.

8. Found property

All found property will be handed into the school office.

Property not reclaimed within five working days will be treated as abandoned property.

Handling found property is the responsibility of school office staff.

Abandoned property is also the responsibility of the school office.

An attempt will be made by school office staff to notify the owner of returnable items of personal identification and returnable high/low-value items either by email, letter or text message.

If, by the end of the term following notification, returnable high/low-value items remain unclaimed, the item will be treated as abandoned property and will be disposed of.

In the case of cash, unclaimed monies may be donated to the next charitable project that the school supports.

For unidentifiable returnable high/low-value items where there is an expiry date, e.g., concert tickets, the school office staff will endeavour to send an email to all staff and pupils advertising the found property without divulging details.

If, after 14 working days following the notification, the item remains unclaimed, it will be treated as abandoned property and disposed of.

Whenever items are disposed of, the head of school will be notified beforehand.

Abandoned property will be handed over to a charity, placed in the general waste, recycled, or securely disposed of, depending on the nature of the item.

9. Reclaiming property

Claims for lost/mislaid property will be made to the school office in the first instance.

Claimants will produce valid identification before property is released to them.

For cash or items containing cash to be released, the sealed envelope will be opened by the claimant and witnessed by a member of school office staff and one other person.

10. Theft

Whilst the school recognises that theft is rare, if a pupil believes an item has been stolen, they will report this immediately to a member of staff, who will investigate the incident and endeavour to recover the item.

An up-to-date written record of incidents involving theft will be held by the head of school.

The head of school will be informed of the incident and will investigate it further. If it is evident that a pupil or staff member has stolen an item, appropriate disciplinary measures will be actioned in accordance with the Behaviour Policy and Disciplinary Policy and Procedure.

The school will not accept liability for any items that are stolen, regardless of whether staff members assist with attempting to recover the item.

11. Monitoring and review

This policy will be reviewed periodically by the CEO.

Any changes made to this policy will be communicated to all staff, parents and pupils.

