

“Treat everyone you meet with dignity. Love your spiritual family. Revere (worship) God. This is the kind of life you’ve been invited into, the kind of life Christ lived. He never did one thing wrong, Not once said anything amiss.

**1 Peter Chapter 2: Verse 17-23**



# Safekeeping of Students' Property Policy

Author:	Deputy Principal - Personal Development
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## **Introduction**

**Our Academy vision is “Living Well Together with Dignity, Faith and Hope”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our student to transform their lives and to hope for happy and successful futures.**

**Our vision encompasses respect and care for the property of others. It is recognised that there may be occasions when students bring valuable items into the Academy, such as mobile devices, money, keys, jewellery and other personal items. While our aim is to ensure the safekeeping of such items, we will also work to educate students in caring for their belongings. While we empathise with students who have lost items of value to them, the Academy cannot be held responsible for any loss, theft or damage unless our clear procedures have not been followed.**

## **Responsibility for Students’ Property**

The Academy strongly recommends that valuable items are not brought on site and, therefore, students take full responsibility for bringing any such item into the Academy. Property should be kept with the owner at all times unless a member of staff has accepted responsibility for supervision, such as in PE lessons or exams, or when an item has been confiscated. Students are encouraged to subscribe to our locker scheme which provides them with a safe and secure storage for their items.

If students’ property is left in classrooms or corridors, it is normally left at their own risk and the Academy will not accept liability for loss. The Academy will, however, consider any claims for damage or theft of property if negligence can be proved against a third party.

There will be occasions when students may need to bring larger sums of money into school, e.g. as payment for an educational visit. Payments must be handed in at the Student Reception at the start of the day. Payment online or by cheque is encouraged. A spreadsheet of payments is maintained and payments are recorded on payment cards where there are a number of instalments.

## **Use of Mobile Devices**

We are aware that mobile devices are now a part of everyday life, and they can be a powerful tool for information, learning and communication. Use of these devices is not permitted during the Academy day. We accept that some parents/carers want their children to carry a phone on the way to and from school but all Mobile Phones and other devices must be put away in student lockers at the start of the school day and collected at the end of the day. Any mobile devices seen in the Academy during the school day will be confiscated.

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## **Confiscation of Property**

Where a mobile device is used in the Academy inappropriately, it may be confiscated by the member of staff witnessing the usage. If an item of property is confiscated by a member of staff, it may be:-

- a. held by the member of staff until the end of the lesson and returned immediately to the student;
- b. handed in immediately at Student Reception to be collected by the student at the end of the day following completion of their sanction for inappropriate use.
- c. Held at Student Reception awaiting collection by the parent/carer. The parent/carer will be contacted by phone in this situation which will only be for extreme cases.

Items held at Student Reception are sealed in an envelope clearly marked with the student’s name and placed in a locked cupboard to await collection, either by the student or parent/carer.

## **Safekeeping of valuable items during PE lessons**

All students are reminded that mobile devices and other items of personal property are not to be on their person during PE lessons, both for the safety of that item and the student. Students are required to remove all jewellery in the changing rooms prior to their PE lessons for health and safety reasons. Signage is displayed in the Sports Hall reminding students that all jewellery should be removed and that mobile phones are not permitted.

Should a student attend their PE lesson with valuable items still in their possession, they will be required to hand the item(s) to PE staff who will lock them in the PE office. Items left within the changing room areas are not secure as these areas may be used by more than one group. Staff will do their best to ensure that students do not carry valuable/personal items with them as they leave the changing rooms and staff will not accept mobile devices or personal items from students once they have left the changing area.

## **Safekeeping of valuable items during Exams**

Students are advised not to bring valuable items into the Exam hall and it is made clear that the Academy will not be held responsible for any valuable items which may go missing.

## **Exams in the Sports Hall**

Students are requested to put electronic devices in bags, and bags in lockers or a designated classroom before an exam starts. It is then requested before the exam starts that any student still with an electrical device that they are required to hand in to the invigilators who put the device in a numbered bag corresponding to the student’s seat number. These bags are returned at the end of the examination once papers are collected.

## **Exams in other rooms**

For exams which take place in other rooms due to Access Arrangements, the same process applies. Students place their bags in the designated classroom and are reminded that all electronic equipment should be switched off or handed in.

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### **Security of Students’ Personal Property Left with Staff**

Staff are encouraged not to take charge of a student’s property but in the event that they do this, the member of staff must exercise reasonable care regarding its safekeeping. Students’ property should not be kept for such a period of time that the risk of loss is increased.

### **Lost Property**

Items of lost property are handed in at Student or Visitor Reception and are stored until such time that they are either claimed or disposed of. At the end of each half term term, subject to proper notice being given via form tutors and the newsletter, the Academy reserves the right to dispose of any unclaimed property whose owners are not traceable.

### **Monitoring, Evaluation and Review**

The Governing Body has delegated to the Executive Principal the responsibility for reviewing the implementation and effectiveness of this policy. The Governing Body will approve all major changes to this policy. The policy will be promoted and published throughout the Academy.