

Security of Property

December 2009

Campbell College is committed to ensuring that all reasonable measures are undertaken to make the campus a safe environment, where any act of theft is rare and minimal. The College recognises that any act of theft will occasion an investigation. On completion of an investigation, if any employee or pupil of the College is found guilty, they will be subject to disciplinary procedures on grounds of gross misconduct.

The following measures should be undertaken within Campbell to reduce risk to both personal and College property.

Pupils

- Pupils should not bring valuable items or large sums of money into the College unless they are required for pre-determined reasons. If there is a valid reason for doing so, the owner or trustee of this property takes full responsibility for the security of these items. If a pupil wishes temporarily to put valuables into the safe keeping of the College, they should speak to, either, the College Front of House staff, or, the Bursary.
- **All** pupils' clothing must be identifiable through the use of name tags (sewn in preferred) and personal items marked clearly using indelible marking or engraving.
- **No** personal items of value should be left within the College.
- During term-time, all pupils are allocated a locker within a designated area, this should be kept padlocked at all times with the key remaining solely in the possession of the owner. Padlocks are available for purchase from the School shop, if required.
- During games, where changing is required within a sports pavilion, gym or in the sports complex, all valuables such as phones, wallets and watches should be handed into the member of staff responsible for their safe keeping.
- All vehicles, and all valuables left in cars will be left at the owner's risk. It is advised, therefore, that any valuables, personal or expensive items should be secured out of sight in the boot or dashboard pocket of the car to reduce the opportunity for theft.
- The College boarding department is designated as out-of-bounds during holiday periods with the exception of staff carrying out necessary maintenance tasks.

The College will take all reasonable measures to ensure that property will be safeguarded; however, it cannot be held responsible for any personal loss if the College implements the above procedures.