



CAMPBELL
COLLEGE

Est 1894

SECURITY AND LOSS OF BELONGINGS POLICY

Revised: August 2021
Next Revision: August 2023

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 a rare occurrence. The following measures will be undertaken within Campbell to reduce risk to both personal and College property.

1 SECURITY OF BELONGINGS

Students should not bring to school expensive items or large sums of money.

Students remain responsible for their own property and will bear the responsibility of any damages or losses. The school cannot be held responsible for losses incurred.

There are arrangements in place for valuables to be left with a member of staff during games/PE. If a student does not follow these procedures, the College cannot accept any responsibility.

1.1 Safe Custody of Items

If bringing in an expensive item to school is unavoidable, it should be handed to staff for safe custody, particularly during PE and games.

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. Items should be left for safekeeping with the member of support staff on duty in the Lost Property Office (in Longfield Pavillion). The item will be signed in at the start of games and should be signed out at the end of games. If this procedure is not followed then the students hold full responsibility for any loss incurred.

Expensive items should never be left unattended.

Students 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 student 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 Bursar's Department.

1.2 **Marking Personal Items/Uniform**

Boys' personal property should be marked clearly with their name, as it is very difficult to return unlabelled lost property to its owner. This includes all items of uniform, sports clothing and equipment.

Many students have similar items of clothing, or school bags so genuine mistakes can occur. Where possible, students should have a distinguishing mark on their property.

1.3 **Lockers**

All boys can be allocated a locker in which their possessions (non-valuable) should be kept. Years 8 – 10 are assigned a locker, students in years 11 upward can request a locker (this is done via the School Shop).

Schoolbags, files and books should be kept in lockers and never left lying around.

Boys should ensure that their locker is locked at all times with a secure padlock (this also can be obtained from the School Shop). Any damage to lockers must be reported as soon as possible to a member of staff.

Lockers should be cleared of personal items during the school holidays. Those left, will be cleared over the summer and the students will be responsible for covering the cost of any locks that need to be cut. **No personal items of value should be left within the College.**

1.4 **Reporting Lost Items**

If an item has been lost, broken or stolen, the student should report the details as soon as possible to their tutor (or Head of Year).

1.5 **Personal Care of Belongings**

Mobile phones and personal devices should be password protected. Students remain responsible for the safety and security of their own mobile devices so great care should be taken throughout the school day to keep their items safe. This is particularly important over break and lunch when boys may be playing games outside. Items should never be left unattended.

This equally applies to other personal items such as watches and wallets.

1.6 **Car Parking**

All vehicles, and all valuables left in vehicles will be left at the owner's risk. It is advised, therefore, that any valuables, personal or expensive items are not left within cars.

2 LOST PROPERTY

All lost property found on the premises will remain the property of the College unless claimed by the rightful owner within the timescale noted in this policy.

2.1 Retrieval of lost property

All lost property will come under the control of the Lost Property Office. The lost property office is situated in Longfield Pavilion.

All property found in changing rooms will be brought to the Lost Property Office.

Boys who believe that they have lost an item should check the LP Office in the first instance.

Named items

Where possible, boys or parents will be informed about items of lost property which remain unclaimed.

Un-named and un-identifiable items

Where un-named and un-identifiable items have not been claimed after a period of four weeks, they will be disposed of.

Valuable items

Valuable items (mobile phones, wallets, cash) will be passed to Front of House.

3 DISCIPLINARY CONSIDERATIONS

3.1 College Response to Damage

The school cannot be held responsible for any damage to property; however if one student damages the property of another (whether accidental or deliberate) we will contact the parents of whoever damaged the item to suggest that the item is either repaired or replaced at their expense. Thereafter, the issue should be resolved directly between the respective parents.

For deliberate damage to College property the student(s) will be asked to cover the cost of repair at their own expense. When damage is deliberate the College may progress as a disciplinary issue in line with the Positive Behaviour Policy.

3.2 College Response to Theft

Students involved in a deliberate act of theft will be dealt with severely in line with the disciplinary procedures of the College. The most likely sanction will be suspension, with repeated offences progressing to expulsion. However, each case is considered individually.

Students knowingly involved in any incident of theft, even as a bystander, will most likely be sanctioned too, as it is the College's belief that the students need to learn to actively distance themselves from actions they know to be wrong, and to inform a member of staff.

Students who are witness to theft are expected to inform a member of staff.

The College may involve the Police.

3.3 Student/Parent Response

Parents are entitled to report theft directly to the police. However, the police are unlikely to investigate until a complaint is made by the student himself, accompanied by his parent(s).

(This is advice we have received directly from the Police).

1. REVIEW

This policy will be reviewed by the Board of Governors; however, the College may revise the policy at any time it considers necessary. The latest version will be available by contacting the College.