Rye College Policy

Policy Title:	Lost Property and Liability
Leadership Responsibility:	Business Manager
Review Body:	Executive Headteacher
Date:	June 2020
Review:	June 2021

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Statement of intent

Rye College understands that students and colleagues may bring their personal items onto the premises and in some circumstances these items may become lost, damaged or stolen.

Whilst the academy strongly discourages bringing high-value items onto the premises, it is inevitable that some colleagues and students may wish to do so.

The academy has developed this policy to:

- Provide a framework for any lost property;
- Clarify the students' and colleague's responsibility for the liability of their own items;
- Outline the academy's policy on any damages incurred to academy equipment and facilities.

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 academy policies:

- Behaviour Management;
- Complaints;
- Staff Disciplinary Policy;
- CCTV.

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 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.

Liability

The academy 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.

Students, parents and colleagues are responsible for their personal property and possessions whilst on the premises, or when partaking in academy activities such as trips and events.

The academy will not be held responsible for any loss, damage or theft of personal property. Students, parents and colleagues 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.

Students, parents, colleague and visitors will be held accountable for any damage incurred to academy property and facilities due to their negligence.

Damage

If an individual damages academy-owned equipment or facilities, they will be charged the price of the repair. Where vandalism takes place which requires cleaning, repair or restoration a £50 levy will be charged. The levy covers additional costs of any cleaning, repair or restoration e.g. specialist cleaning materials, damage to resources, purchase of parts.

Where a student causes damage and the damage was inflicted due to negligence or misbehaviour, the academy's Behavioural Management Policy will be followed, and the appropriate disciplinary measures adhered to. Malicious acts where significant damage is caused to academy-owned equipment or facilities will be referred to police as criminal damage. The age of criminal responsibility in England is 10.

Repeat offences may result in a fine, depending on the seriousness of the offence, typically, the cost of the damaged items plus the minimum levy to cover costs of additional workload and administration.

If a student causes damage to academy property or facilities, the headteacher will send a notification letter to the student's parents, which includes a payment notice. If an individual intentionally damages another person's property, the academy **will not** be held accountable, and it will remain impartial.

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

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

High-value items

The academy strongly discourages students, parents and colleagues from bringing high-value items, such as electronic devices, jewellery and bicycles, onto the academy 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 academy will provide the following arrangements for individuals to safely store their personal items:

- Secure arrangements within the staff room and Student Hub.

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

If large amounts of money must be brought onto the premises, e.g. to pay for a trip, parents or students will ensure that it is handed to the relevant teacher, or the office, as soon as possible.

Wherever possible, parents are encouraged to use online payments rather than cash as a safer alternative.

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

Students' and colleagues' items are not covered by the academy's insurance.

Safe-keeping of valuables

Students

Students may take their item to the Student Hub where they will be given a receipt which includes an item number, their name, class number and the time that the item was handed into the office.

Students can collect their item at the end of the day.

The item will be written in a Valuable Item Log, which includes the date, the student's name and class.

When collecting the item, students will sign a Valuable Item Log to indicate the item has been returned to them.

Valuables that cannot be handed into the Student Hub, such as bicycles, will be stored using alternative secure arrangements, such as bicycle locks, which should be provided by the student.

Colleagues

Colleagues 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 the staff room.

Colleagues will lock classroom doors when leaving the room unattended.

Any items of significant value will be placed in a secure area, such as the staff room.

Valuables that cannot be stored in the staff room, such as bicycles, should be stored using alternative secure arrangements, such as bicycle locks, which should be provided by the colleague.

Lost property

Lost property will be reported to the Student Hub immediately and recorded in a Lost Property Book.

When a claimant comes to the Student Hub, the office associates will refer to a Lost Property Book.

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 and their name and address has been recorded in the Lost Property Book, unless they are non-returnable items, as outlined in the Behaviour Management Policy.

Student Hub colleagues will:

- Immediately notify the police of any non-returnable items, in accordance with the academy's Behaviour Management Policy;
- Notify colleagues via email of any identifiable and returnable value items of personal identification and returnable high/low value items of property, so that an email, letter or text message can be dispatched to the owner;
- Notify the police of any returnable value items of personal identification if unclaimed after five working days;
- Ensure that returnable value items of personal identification or non-returnable items are retained securely and safely until collected by the police.

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 recorded in the Lost Property Book.

Found property

All found property will be handed into the Student Hub and recorded in the Lost Property Book.

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

Handling and recording found property is the responsibility of Student Hub colleagues.

A separate record of abandoned property will be held within the Student Hub.

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

If the owner does not respond within five working days, the returnable value items of personal identification will be handed to the police, to whom any subsequent claim will be made.

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 a charitable project chosen by the Student Council.

For unidentifiable returnable high/low-value items where there is an expiry date, e.g. concert tickets, office colleagues will endeavour to send an email to all colleagues and students 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 Lost Property Book will be updated accordingly and signed by a member of the Student Hub.

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.

Reclaiming property

Claims for lost/mislaid property will be made to the Student Hub in the first instance.

Claimants will produce valid identification or a reference number and sign the Lost Property Book 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 the Student Hub and one other person.

Theft

Whilst the academy recognises that theft is rare, if a student believes an item has been stolen, they will report this immediately to a teacher, 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 Business Manager.

The headteacher will be informed of the incident and will investigate it further.

If it is evident that a student or colleague has stolen an item, appropriate disciplinary measures will be taken in accordance with the Behaviour Management Policy or Staff Disciplinary Policy.

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

Monitoring and review

This policy will be reviewed on an annual basis by the Business Manager.

Any changes made to this policy will be communicated to all colleagues, parents and students.

February 2019
August 2019
June 2020
BBL

DATA PROTECTION

Rye College and Community Primary School [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.

Appendix 1: Exemplar Valuable Item Log

Item number	Description of item	Name of owner	Date handed in	Student's class	Collection signature
001	iPhone 5	Joe Bloggs	8/11/2018	2B	

Appendix 2: Exemplar Lost Property Book

Item number	Description of item	Date handed in	Identifiable features	Date returned	Name of owner
001	Silver necklace	8/11/2018	Butterfly pendant	12/11/2018	Jane Bloggs

If, after **14 working days**, the items have not been returned, complete the following table.

Item number	Description of item	Date handed in	Identifiable features	Date disposed	Office staff name	Signature
001	Silver necklace	8/11/2018	Butterfly pendant	28/11/2018	Miss Jones	