



CAMPBELL  
COLLEGE

EST 1894

# SECURITY AND LOSS OF BELONGINGS POLICY

Revised: June 2017  
Next Revision: June 2019

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 damage/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. Pupils should not leave bags or equipment lying outside the designated areas.

**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.

Schoolbags, files and books should be kept in lockers and never left lying around and should only be left in designated areas (e.g. locker or bag-drop room)

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. The College cannot accept responsibility for loss or damage.**

It is advised, therefore, that any valuables, personal or expensive items are not left within cars.

[This is detailed within the Student Car Parking Policy]

## 1.7 Lunch Cards

**Pupils remain responsible for their lunch cards**, or any other ID cards, which should not be lent to another pupil. Lost lunch cards should be reported immediately so it can be cancelled, and a temporary card can be requested at break which enables the purchase of break and lunch.

Items purchased on someone else's card, with the agreement of the card holder, need to be reimbursed through mutual agreement.

## 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.

1. All property found in changing rooms will be brought to the Lost Property Office.
2. The named and identifiable items will be summarised and the information given to Personal Tutors on a daily basis. Boys will be advised through the daily bulletin and it will be their responsibility to collect the items from the Lost Property Office. Boys who believe that they have lost an item should check the LP Office in the first instance.
3. If, after a period of 1 week, named items of clothing remain uncollected they will be sent to the school laundry where they will be washed. Boys will again be reminded of the items held and they will be retained for a further week. If they are collected within this period a charge of £2 for each item will be levied (see "Charges" below). If the items are not collected within the week the items will be sent to the Charity Store.

#### Un-named and un-identifiable items

When received the items will be retained for a period of 7 days to ensure that no ID mark has been inadvertently missed. Thereafter items of clothing will be sent to the laundry and then to the Charity Store. Other, non-clothing items will be sent to the Charity Store.

**Items that do not have a clear identity mark (name) will not be reclaimable from the Lost Property Office.**

#### Valuable items

Valuable, identifiable items will not be disposed of within the timescale noted above but will be listed and retained for a period of 6 months. Items that may hold personal data (as defined by the Data Protection Act) may need to be accessed to try and identify the owner or to verify the ownership of the item. Items holding personal data may be stripped of that data before disposal.

#### Charges

Where a charge of £2 has been made for laundered items, £1 will be retained to cover those laundry costs and the remainder will be given to one of the College's nominated charities.

#### Unclaimed and un-named items

Where possible items that can be sent to a charitable organisation will be; however, items that are not worth laundering will be disposed of.

#### Timescales

All the timescales detailed above are within a school term (i.e. not holidays).

### **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 in line with the disciplinary procedures of the College. Parents will be informed, and it will be requested that any items must be returned in the original condition, or replaced.

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).

### **4. 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.