



**Jersey College for Girls
Senior School and Prep School**

Missing Items/Lost Property Policy

Authors – June Fosse

Agreed by Staff – June 2015
Agreed by Governors –
Reviewed – May 2015
To be reviewed – May 2017

Principles

At Jersey College for Girls (JCG), the vast majority of items which are claimed to have been lost or taken turn up or are handed in; theft is very rare. We ‘belong’ to a community and we believe in taking responsibility for our own property, demonstrating respect for anything that belongs to others and, therefore, never interfering in any way with, or taking, other people’s possessions, we understand this constitutes theft. Theft is defined as taking or having in your possession another person’s property without permission or consent.

Aims

- To ensure there is a policy and equitable practice relating to missing items, lost property or theft at JCG.
- To embed respect for others and their property.
- To encourage the involvement of the whole school community in the retrieval of missing items/property.
- To provide clear and consistent guidelines to manage issues arising from dealing with missing items, lost property or theft.

Student Entitlement

All members of JCG are entitled to:

- A safe environment where they can retrieve missing items, lost property or report theft.
- A curriculum which reinforces the individual rights, responsibilities and respect for all.
- Firm action to sanction anyone who steals.

Proactive prevention measures in school include:

- General supervision and awareness by all staff to ensure property is safe.
- Caretaking staff monitoring the morning and afternoon arrival and departure of students/visitors.
- CCTV cameras in strategic places on the campus.

- Student lockers. These are provided by JCG and students are encouraged to place their valuables in these lockers, which are secured with padlocks.
- Assemblies which reinforce these messages.

Students have responsibility:

- Not to bring large amounts of money to school.
- To place valuable items in lockers, secured with a padlock.
- Never to leave money or valuables unattended in bags around the general areas of JCG, Langford or in classrooms.
- To be responsible for the safe keeping of their own equipment.
- Not to interfere with the possessions of others.

Teachers have responsibility:

- To support students to take responsibility for their own possessions by promoting good organisation skills.
- Create an environment where respect and trust are paramount.
- Encourage students to adopt a corporate sense of responsibility for others.

Parents have responsibility:

- To encourage their daughters to lock up all valuable items in the allocated lockers provided by JCG and remind them that they are responsible for ensuring that lockers have padlocks.
- To ensure, where possible, that personal items are security marked/labelled/theft detection software installed.
- To ensure that money brought into school is monitored and kept to small amounts.
- To encourage their daughters to use smart cards for the canteen as an alternative to cash.
- To note that if students bring valuables into school, JCG cannot be held responsible if they are mislaid or stolen.
- To take out relevant insurance to cover damage/theft of valuable items, eg I-Pads, mobile phones, etc.

In the event of loss of items and/or possible theft the student should:

- Check at Reception in case the property has been handed in.
- Fill in any relevant documentation which may be required at Reception to log the loss of property/theft.
- Report the theft to the Form Tutor/Head of Key Stage in the first instance.
- Co-operate with any investigation which may ensue to resolve the issue, eg pass on information and suspicions to the relevant member of staff, provide witness statements, etc.

In the event of a missing item/theft having been reported, the Form Tutor/Head of Key Stage should:

1. Judge the seriousness of the incident in the first instance (ascertain whether it is likely to be a missing item/lost property/theft).
2. Assist the student in reporting the loss of the item/completion of relevant paperwork, obtained from the office.
3. Encourage the student to check at Reception on a regular basis in case the property is handed in.
4. Individually question any students named as involved.
5. Collect witness statements from relevant students (confidentiality will be guaranteed as far as possible).
6. Contact parents and keep them informed.
7. Ask the Caretakers' team to do an immediate, extensive search of the school.

8. Ask the office to check the Signing Out Book at Reception for anyone leaving school at, or immediately after, the time of the event.
9. If theft of an item is suspected, report it to the AH student progress/Senior Leadership Team.

Senior Leadership Team procedures for dealing with suspected theft:

AH/SLT to decide on further action, if necessary, dependent upon the context of the situation. This may include involving the Police and is likely to involve the student's parents.

NB Any money or lost items handed in and not reclaimed will be given to charity at the end of each term and items of school uniform will be donated to the second hand uniform shop; The office staff will liaise with the Site Manager to facilitate this.

Links with other policies:

- Improving Behaviour

Appendix

- Report of lost property form, which should be kept in a file in the office.



Missing Items

(To be completed by student and retained in the office for oversight by the Site Manager)

Name :

Year / Form :

What : (Please give as much detail as possible)

Where : (location - specific)

When : (date / time etc)

Reported to : (office / staff)

If the items is found / returned please inform the person to whom it was reported