



## CHIPPING NORTON SCHOOL

### **SAFE-KEEPING OF STUDENTS' PROPERTY POLICY**

#### **Non Statutory**

Reviewed by: Resources Committee  
Date reviewed: June 2018  
Next review: June 2022 (Review every four years)  
Member of staff responsible: Natalie Hancock, Deputy Headteacher  
Governor Responsible: Sandra Coleman, Chair Committee

#### **1 INTRODUCTION AND AIMS**

It is recognised that students may bring valuable items into Chipping Norton School during school time or after school, such as mobile phones, iPods, MP3 players, as well as money, keys and jewellery.

We would discourage students from bringing valuable items into school. It is also advisable to attach name tags to clothing. If you choose to bring valuable items into school you do so at your own risk.

**Chipping Norton School will not be held responsible for the loss, theft or damage of these items and recommends that during PE lessons and Examinations they are handed in for safe keeping.**

The aim of this policy is to ensure the safekeeping of such items.

#### **2 RESPONSIBILITY FOR STUDENTS' PROPERTY**

Chipping Norton School strongly recommends that valuable items are not brought on site and, therefore, students take full responsibility for bringing any such item into school. Property should be kept with the owner at all times unless a member of staff has accepted responsibility for supervision, such as in PE lessons or examinations, or when an item has been confiscated.

If students' property is left in classrooms or corridors, it is normally left at their own risk and the school will not accept liability for loss. The school will, however, consider any claims for damage or theft of property if negligence can be proved against a third party.

There may be occasions when students need to bring larger sums of money/cheques into school, for example as payment for an educational trip or visit. These types of payments should be made through the school's ParentPay link however if this is not possible cash/cheques must be handed in at the Finance Office as early in the day as possible. Receipts will be provided in each case as proof of payment.

##### **2.1 Uniform**

We currently have over 900 students at Chipping Norton School wearing identical uniform. We cannot identify lost property unless it is named/labelled. If your child loses an item of uniform it will either be at Reception or Lost Property office for collection. Lost items should be collected from Reception during break/lunchtime. Every week a large quantity of 'lost' property is handed into Reception. To ensure that your child is able to identify any items they have misplaced please ensure that you **label clothing/belongings with their name where possible/practical**.

## **2.2 Mobile phones and similar high tech items**

Chipping Norton School is aware that these items are now a part of everyday life. We do, however, require that these items are not visible or used during lesson times (unless specifically agreed to by a member of staff) and breaks. Students who use these items when they are not permitted are at risk of having these items confiscated. Please see Appendix A at the end of this document.

**The academy cannot accept responsibility for their loss or damage however caused.**

## **3 SAFEKEEPING OF VALUABLE ITEMS**

### **3.1 Safekeeping of Valuable Items Lost/Found On School Premises**

Lost property is removed from classrooms by the cleaners and collected from around school buildings by the caretakers on a daily basis. Items of lost property are handed in at Reception and placed in the Lost Property office until such time that they are either claimed or disposed of. Students are able to check on lost property during lesson breaks and after school.

Lost/found items handed into Reception, will be sealed in an envelope and clearly marked with the name of person who found the item, date, time, location and a small description of the lost/found valuable item. The envelope will then be stored safely to await collection by the student.

### **3.2 Security of Students' Personal Property Left with Staff**

Staff are not encouraged to take charge of a student's property but in the event that they do this, the member of staff must exercise reasonable care regarding its safekeeping. Students' property should not be kept for such a period of time that the risk of loss is increased.

#### **3.2.1 Safekeeping of valuable items in Examination Rooms**

Students who bring electrical items into the Examination hall will place them in a secure box at the beginning of the examinations and collect them from staff on their way out. All mobile phones must be switched off.

#### **3.2.2 Safekeeping of valuable items during PE lessons**

All students are reminded that mobile phones and other items of personal property are not to be on their person during PE lessons, both for the safety of that item and the student. Students are encouraged to hand valuable items to the PE staff for safekeeping during PE lessons and procedures are in place for this.

Valuables are locked away in the staff areas within the changing rooms and the changing rooms are locked once every student has exited. There are times when more than one class is in the changing rooms so they may be opened for another class.

Staff will do their best to ensure that students do not carry valuable/personal items with them as they leave the changing rooms.

Whilst every effort will be made to discourage staff from taking items from students for safekeeping in their pocket, for example, during lessons taking place on the field, Chipping Norton School is unable to take responsibility for any items and parents should take steps to insure the phones against loss.

Students are required to remove all jewellery (earrings, bracelets, necklace, etc.) in the changing rooms prior to their PE lessons for health and safety reasons.

#### **4 CONFISCATION OF PROPERTY**

If an item of property is confiscated by a member of staff during a lesson, the member of staff will seal the item in a named envelope and take it to the Heads of Year offices. The item will then be recorded into a register, and then placed in a locked drawer. When the student comes to retrieve the item at the end of the day, they sign it out in the register and take it away.

#### **5 DISPOSAL OF UNCLAIMED LOST PROPERTY**

Valuable **items are kept for a minimum of twelve weeks** following, however if unclaimed, we reserve the right to dispose of by recycling or donating to charity as appropriate.

## **APPENDIX A**

### **Mobile Phones use in School**

Mobile phones present schools/academies with unique problems. Students and parents will view them as a means of supporting students' safety on the way to and from school. However, at school mobile phones:

- have been found to interfere with communication between home and school
- are a proven serious distraction from students' work
- cause an unacceptable waste of staff time when inappropriately and unnecessarily used
- have been used as a means of intimidating and bullying other students
- are attractive to potential thieves
- are prohibited by all Examination Boards in all tests and examinations, as a potential means of cheating

The school wants a reasonable and workable approach so that the benefits of mobile phone use is retained but also ensures that none of the unacceptable consequences of their presence in school occurs.

We ask therefore, that you and your child be aware of the following:

- The school cannot accept responsibility for their loss or damage however caused.
- It is illegal to attempt to use a mobile phone capable of taking photographs for that purpose on school property. The use of this technology to bully, intimidate or otherwise harm others on the way to and from the academy is a serious offence.
- The law deems it to be the responsibility of the student's parents, guardians or carers if their child brings a mobile phone into school.
- If a parent, guardian or carer wishes their child to keep a mobile telephone with them, the following must be complied with:
  - ✓ It must be switched off during the entire period the student is on the academy site including breaks and lunchtimes. It must not be used under any circumstances.
  - ✓ It must be kept out of sight at all times.
  - ✓ It is the parent or carer's responsibility to arrange with their child how they will meet these requirements and keep the mobile phone secure from interference by other students during the day (including assemblies, break and lunch periods, P.E. lessons and other occasions when they may be separated from their bags, etc.).
  - ✓ A mobile phone must never be left in a coat.