



CHIPPING NORTON SCHOOL

SAFEGUARDING OF STUDENT PROPERTY (NON STATUTORY)

Date reviewed:	March 2022
Next review:	March 2026
Committee:	Resources
Member of staff responsible:	Natalie Hancock, Deputy Head

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, earphones, money, keys and jewellery. However we would discourage students from bringing valuable items into school. If a student chooses to bring valuable items into school they do so at their own risk. The aim of this policy is to ensure the safekeeping of such items.

Chipping Norton School will not be held responsible for the loss, theft or damage of student property and recommends that during PE lessons and Examinations any property is handed in for safe keeping.

2 RESPONSIBILITY FOR STUDENTS' PROPERTY

Chipping Norton School strongly recommends that valuable items are not brought on site however if this does happen, students must take full responsibility of their property. All items must be kept with the student 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 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.

On occasions, students may need to bring larger sums of money into school, for example as payment for an educational trip or visit. Although these types of payments should be made through the school's ParentPay link, if this has not been possible any cash must be handed directly to the Finance Office as the beginning of the school day. Receipts will be provided as proof of payment.

2.1 Uniform

As we currently have over 900 students at Chipping Norton School wearing identical uniform staff will be unable to identify lost property unless it has been named/labelled. If your child loses an item of uniform it may have been returned to our Reception staff. Lost items can 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 they are not visible or used during lesson times/breaks, unless specifically agreed to by a member of staff. Students who use these items when they are not permitted are at risk of having them confiscated. The school 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 until such time 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. Students are made aware of lost property via the daily tutor briefing bulletin.

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 will exercise reasonable care regarding its safekeeping. Students' property will not be kept for an indefinite period of time.

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, it will be sealed in a named envelope and taken to the appropriate Key Stage office. The item details will then be recorded, and placed in a locked drawer. When the student comes to retrieve the item at the end of the day, they will sign the register and take it away.

5 DISPOSAL OF UNCLAIMED LOST PROPERTY

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