

Theft and Security of Property Policy

Whole school	WEBSITE
Statutory?	No
Reviewed	February 2019
Next review	March 2022

INTERNAL

It is our belief that theft undermines the strength of the community within a house or our school. No theft which comes to the school's notice will be ignored. Using coercion in order to obtain the use of another student's property will be regarded as theft: borrowing without permission is also likely to be regarded as theft. Students are made aware of the school's approach to theft when they first join the school, in their respective houses and at frequent intervals thereafter through tutorials, House Assemblies and School Assemblies. Staff and students are asked to be diligent in reporting all theft to both the HsM and the Chief Operating Officer.

All students are encouraged to secure all their items securely in the spaces provided at school and in houses. Parents are frequently reminded of the need to insure any fragile or expensive high-risk items belonging to their children.

Should it be ascertained that a theft has occurred, the school (in the person of the Chief Operating Officer (COO)) will involve the police when items of significant value have been stolen. At the same time parents will be asked by the HsM or COO to report the incident, at which time they will be provided with a crime number for insurance purposes. The school will always co-operate fully with any police investigation into theft.

All thefts (whatever the value of the item taken) will prompt an internal investigation led by a HsM and parents will be informed of progress.

Good practice within the school...

1. All boarders will be encouraged to secure expensive and easily removed items in their lockable wardrobe or safe. Portable electronic devices should be locked away when not in use or when the student is at lessons. Day students should either use the lockers provided or hand in expensive items or cash to the member of staff on duty in their houses;
2. Students are encouraged to report missing/stolen items to their tutor and HsM immediately an item is missed;
3. HsMs will notify the COO and relevant Section Head/ Vice-Principal Pastoral, of any thefts as soon as possible. This enables us to centralise the gathering of information. In boys' day-houses it will be possible for the COO to work with the HsM in reviewing CCTV footage from the house;
4. Any disappearance of an article will to be brought to the attention of students at House assembly. If a HsM, acting on information, feels a search of a study/dorm is necessary **this must be carried out in accordance with our Behaviour Policy, Section F: Conducting a search.** Where valuable or precious items have gone missing, the HsM will liaise with the COO and keep parents updated about progress in finding the item. If a theft has occurred, this may also involve the police.

THEFT BY PERSONS OUTSIDE THE SCHOOL

Infrequently, the school has been victim of both organised and opportunist crime. All those employed by the school are encouraged to be vigilant and, if appropriate, proactive in approaching un-badged individuals on site. The school employs duty Custodians who make regular patrols around the school campus during the evenings, and at weekends and during out of term periods. There is a live-in Custodian who is on call to assist house staff with any security concerns and support the Custodian team out of hours. The school monitors its own network of CCTV and provides the Police with recorded evidence of crime on request. (Please see CCTV policy).

The following preventative procedures are currently in operation:-

- Staff are encouraged to lock classroom doors when they are not in use and ensure their areas are secure before they leave at the end of the day;
- Under no circumstances will unsupervised external doors be propped open;
- Door codes will be changed annually or sooner if requested by HsM/Head of Sections
- Duty Tutors are encouraged to check house and school windows at ground floor level are locked when the studies are not in use and curtains closed when the house is locked for the evening;
- It is every employees duty to take responsibility for matters of security on site: any concerns should be reported to the COO immediately;
- The Custodian team will lock and secure all buildings and perimeter gates out of hours;
- The COO will send regular emails to staff reminding them to ensure good security and remain vigilant;
- The COO will present an annual Theft and Security report to the Governing Board, detailing any internal and external incidents;
- The COO provides a weekly report to certain senior staff detailing any security issues, if there are none a report will not be submitted.