

Lost Property and Liability Policy



Policy developed by Mr Grogan (Headteacher), Mrs O'Brien (Deputy Headteacher)
and Mrs Smith (School Business Manager): January 2026 – February 2026

Policy approved by Governors: March 2026

A handwritten signature in black ink that reads "Fiona Taylor".

Chair of Governors

A handwritten signature in black ink that reads "M. Grogan".

Headteacher

Policy shared with staff and shared on the school website: March 2026

'Never settle for less than your best'

LOST PROPERTY AND LIABILITY POLICY

Our school motto

Never settle for less than your best.

Our Vision

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

Our Mission Statement

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

Introduction

St. George's Central CE Primary School and Nursery understands that children and staff may bring their personal items onto the premises and, in some circumstances, these items may become lost, damaged or stolen. Whilst the school strongly discourages bringing high-value items onto the premises, it is inevitable that some staff members and children may wish to do so. The school has developed this policy to:

- Provide a framework for any lost property.
- Clarify children's and staff members' responsibility for the liability of their own items.
- Outline the school's policy on any damages incurred to school equipment and facilities.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Theft Act 1968
- Occupiers' Liability Act 1957

This policy operates in conjunction with the following school policies:

- Searching, Screening and Confiscation Policy
- Behaviour and Relationships Policy
- Disciplinary Policy and Procedure
- Compliments and Complaints Procedures Policy
- Surveillance and CCTV Policy (in place Summer 2026)

Definitions

The policy defines:

- **'Property'** as any item belonging to a person, where that person has possession and control over it.
- **'Lost property'** as an item which the owner has lost but wishes to recover.
- **'Mislaidd property'** as an item which the owner has inadvertently left in a location and wishes to recover.
- **'Found property'** as an item not belonging to the finder that has either been lost or mislaidd by the owner or can be treated as abandoned property.
- **'Abandoned property'** as an item that the owner has seemingly abandoned and thereby may be deemed to have relinquished ownership of.
- **'Non-returned item'** as an item that cannot be returned to its owner due to it being unidentifiable, unlawful or dangerous.
- **'Damaged property'** as an item that has been defiled so that there is an impairment to its value, usefulness or normal function.
- **'Stolen property'** as an item that has been taken without the owner's knowledge or consent by a person who does not own the item.

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Roles and responsibilities

The Governing Body will be responsible for:

- Undertaking security risk assessments to protect people and their valuables.
- Reviewing the effectiveness of this policy as required.
- Delegating the day-to-day implementation of this policy to the headteacher.

The Headteacher will be responsible for:

- The overall implementation of this policy.
- Ensuring that this policy is communicated to all staff members, volunteers, parents/carers and children.
- Enforcing sanctions on any individual found to be stealing or damaging property.

The Caretaker is responsible for:

- Handing in lost property to the **school office**.
- Ensuring the school site is secure to avoid theft of, or damage to, school and individuals' property.
- Ensuring any lost or abandoned property is appropriately stored and removed from the vicinity of access and exit points.
- Disposing of unclaimed abandoned property.

Office staff are responsible for:

- The administration of lost property.
- Ensuring lost property is held in a secure location for collection.
- Informing individuals of found property if it is known to be theirs.
- Keeping a log of stolen or damaged property.
- Ensuring items are returned to the rightful owner.

All staff, children, parents/carers and visitors will be responsible for:

- The security of their own possessions.
- Handing in lost property to the school office when it is found.
- Labelling possessions where possible to avoid loss or theft.
- Checking lost property when they have lost an item.

Liability

The school will not take responsibility for items lost or handed in to us; however, we will endeavour to return items to their owner as quickly as possible.

Children, parents/carers and staff members are responsible for their personal property and possessions whilst on the school premises, or when partaking in school activities such as trips and school events.

The school will not be held responsible for any loss, damage or theft of personal property. Children, parents/carers and staff members bring items onto the premises at their own risk – this includes, but is not limited to, the following:

- Jewellery
- Electronic devices, including mobile phones and tablets
- Keys
- Money
- Bicycles, scooters, skateboards or other
- Cars on car park

Children, parents/carers, staff members and visitors will be held accountable for any damage incurred to school property and facilities due to their negligence.

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Damage

If an individual intentionally damages school-owned equipment or facilities, they will be charged the price of the repair.

Where a child causes damage, and the damage was inflicted due to negligence or misbehaviour, the school's Behaviour and Relationships Policy will be followed, and the appropriate disciplinary measures adhered to.

If a child causes damage to school property or facilities, the Headteacher will send a notification letter to the child's parents/carers, which includes a payment notice.

If an individual intentionally damages another person's property, the school will not be held accountable, and it will remain impartial.

Should an individual receive a demand for payment and disagree with the charge, they will follow the school's Compliments and Complaints Procedures Policy, which can be found on the school's website.

From Summer 2026, the school will have CCTV in place, to be used as evidence, as well as a protective measure. The school's Surveillance and CCTV Policy will be adhered to at all times.

CCTV will be used in accordance with the Surveillance and CCTV Policy (in place: Summer 2026).

High value items

The school strongly discourages children, parents/carers and staff members from bringing high value items, such as electronic devices and jewellery, onto the school premises.

If high value property is brought onto the premises, it is the owner's responsibility to ensure that the property is safe and secure.

The school will provide the following arrangements for individuals to safely store their personal items:

- Lockers within the staff room and school office
- Bicycle shelter on the playground (playground gates locked during the day).

Whilst the school provides secure arrangements for staff to store their personal items, the school is not liable for any loss, damage or theft of any item once stored.

If large amounts of money must be brought onto the premises, e.g. to pay for a school trip, parents/carers or children will ensure that it is handed to the relevant teacher, or the school office, as soon as possible.

Wherever possible, parents/carers are encouraged to pay using our online system rather than cash as a safer alternative.

Children and staff are encouraged to implement appropriate insurance arrangements for their high value items, should they become damaged, lost or stolen.

Items owned by children and staff are not covered by the school's insurance.

Safekeeping of valuables

Children

Children will take their item to the school office. Children can collect their item at the end of the school day.

Valuables that cannot be handed into the school office, such as bicycles, will be stored using alternative secure arrangements, such as bicycle shelter.

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Staff

Staff will not leave bags or other valuables on display in the classroom – these items will be locked in a cupboard in the classroom, or in the staff room.

Any items of significant value will be placed in a secure area, such as the staff room.

Valuables that cannot be stored in the staff room, such as bicycles, should be stored using alternative secure arrangements, such as bicycle shelter.

Lost property

Lost property will be reported to the school office immediately.

When a claimant comes to the school office, the office staff will refer to the Lost Property Box.

Additional details may be sought where necessary to ascertain whether the item is the claimant's, e.g. checking knowledge of a screensaver on a mobile phone.

If the item has been handed in, it will be returned to the claimant once their identity has been ascertained and their name and address has been recorded in the Lost Property Book, unless they are non-returnable items, as outlined in the Searching, Screening and Confiscation Policy.

School office staff will:

- Immediately notify the police of any non-returnable items, in accordance with the school's Searching, Screening and Confiscation Policy.
- Notify staff via email of any identifiable and returnable value items of personal identification and returnable high/low value items of property, so that an email, letter or text message can be dispatched to the owner.
- Notify the police of any returnable value items of personal identification if unclaimed after five working days.
- Ensure that returnable value items of personal identification or non-returnable items are retained securely and safely until collected by the police.

Returnable items of personal identification and non-returnable items will not be retained on the premises for any longer than five working days.

Cash or items containing cash that are handed in will be placed in a sealed envelope and held securely in the school office.

Found property

All found property will be handed into the school office.

Property not reclaimed within five working days will be treated as abandoned property.

Handling found property is the responsibility of the Admin Officer.

A separate record of abandoned property will be held within the school office.

An attempt will be made by school office staff to notify the owner of returnable items of personal identification and returnable high/low-value items either by email, letter or text message.

If the owner does not respond within five working days, the returnable value items of personal identification will be handed to the police, to whom any subsequent claim will be made.

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If, by the end of the term following notification, returnable high/low-value items remain unclaimed, the item will be treated as abandoned property and will be disposed of.

In the case of cash, unclaimed monies may be donated to St. George's Church.

For unidentifiable returnable high/low-value items where there is an expiry date, e.g. concert tickets, the school office staff will endeavour to send an email to all staff and pupils advertising the found property without divulging details.

If, after 14 working days following the notification, the item remains unclaimed, it will be treated as abandoned property and disposed of.

Abandoned property will be handed over to a charity, placed in the general waste, recycled, or securely disposed of, depending on the nature of the item.

Reclaiming property

Claims for lost/mislaid property will be made to the school office in the first instance.

Claimants will produce valid identification before property is released to them.

For cash or items containing cash to be released, the sealed envelope will be opened by the claimant and witnessed by a member of school office staff and one other person.

Theft

Whilst the school recognises that theft is rare, if a pupil believes an item has been stolen, they will report this immediately to a member of staff, who will investigate the incident and endeavour to recover the item.

An up-to-date written record of incidents involving theft will be held by the SBM.

The Headteacher will be informed of the incident and will investigate it further.

If it is evident that a pupil or staff member has stolen an item, appropriate disciplinary measures will be actioned in accordance with the Behaviour and Relationships Policy and Disciplinary Policy and Procedure.

The school will not accept liability for any items that are stolen, regardless of whether staff members assist with attempting to recover the item.

Monitoring and review

This policy will be reviewed every two years. Any changes made to this policy will be communicated to all staff, parents/carers and children.

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