



Hitches Lane, Fleet,  
Hampshire, GU51 5JA

Headteacher: Mr K John  
Chair of Governors: Mrs R Wilcox

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# Lost, Damaged or Stolen Property Policy

## (CPS-NS-P-POL-125)

Revision Number	Comments	Date
01	Draft for comments	5/3/24
02	Reviewed with minor changes	17/4/26
03		
04		

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## 1. Introduction

Most items reported lost or stolen are usually misplaced and are often found in the changing rooms, a different area of the cloakroom, a classroom used earlier in the day or the playground. Please help us by encouraging your child to make sure they have all their belongings with them when moving around the school.

Please follow these guidelines and help us to maintain a safe environment where respect is shown by all and for all property.

## 2. Naming of Clothes and all equipment brought to school

It is essential that all children's clothing and possessions are clearly named. Sadly, this will not necessarily prevent losses occurring, but it will enable the many articles brought to school property to be returned to their owners, whilst saving the school an enormous amount of wasted time.

The School Uniform Policy gives clear guidelines with regard to uniform, jewelry, hairstyles, personal property and possessions that children should bring to school.

**PLEASE ENSURE THAT ALL YOUR CHILD'S PROPERTY IS CLEARLY NAMED WITH A PEN THAT DOES NOT WASH OFF!**

## 3. Liability and Loss

- Students and their parents are responsible for their own personal property and possessions while on school premises or engaged in school activities.
- The school cannot accept liability for loss of or damage to such property and possessions.

## 4. High Value Items

- We strongly discourage students from bringing high value (monetary) or invaluable (sentimental) items to school.
- If these items are brought to school it is the owner's responsibility to ensure that they are kept safe.
- The school will not accept any responsibility for their recovery or replacement in the case of loss, theft or damage.

## 5. Lost Property

- We encourage all children to take responsibility for their own possessions.
- However, it is important to report any loss to the class teacher with a description (colour, make, etc.) of the lost item so that it can be traced more easily.

- Classrooms, cloakrooms and changing areas will then be searched – where items are named, it is easier to return them to their owner.

***If your child inadvertently brings home an item that is not their own, please return it to Reception as soon as possible so that it can be returned to its owner.***

## 6. Theft

If theft is suspected, the procedure should be followed as soon as possible after the loss. Report the loss to the class teacher with a description, via email, of the item and when it was last seen.

Your child will be asked to check the relevant classrooms, all cloakrooms and changing areas. The lost property box should then be checked.

If the property cannot be found and theft is suspected, all efforts will be made to discover the identity of the thief. This is however, a very difficult action to prove and we may be unsuccessful in identifying the culprit.

## 7. Retrieval of Property

Whilst every reasonable effort is made to retrieve lost or stolen property, the school does not accept responsibility for replacement costs.

## 8. Confiscated items

Students, with the support of their parents/carers, are responsible for wearing the correct school uniform and meeting the school's expectations with respect to behaviour. Students who wear prohibited items or bring items to school which cause disruption should expect such items to be confiscated. Examples would include items such as jewelry and toys. This applies to all school activities, including trips, visits, etc. The Law: - Section 94 of the Education and Inspections Act 2006 states that where a teacher disciplines a student by confiscating an item, neither the teacher nor the school will be liable for any loss or damage to that item. (Equally, there is no statutory liability on schools for items that go missing in other ways.) When school staff confiscate such items, they will take reasonable steps to ensure their safety; and the expectation is that the act of confiscation is managed by employees in a reasonable and proportionate way. However, it is the responsibility of students to ensure that they do not wear or bring items to school that would require confiscation or unreasonable 'safekeeping' by staff.

Please also see the schools' Behaviour Policy for the school's response should students bring dangerous or prohibited items to school.

## 9. Evaluation & Review

The implementation of this policy will be monitored by the Head Teacher, by the Strategic Leadership Team and by the Governing Body.

The implementation of this policy will be reviewed, and its impact monitored, in accordance with the Governing Body's programme for Policy Review - refer to CPS-NS-X-PRO-002 Document Review Procedure.

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