



**Lawley Primary School and Nursery Vision - Planting the Seeds, Growing the Future - is based on the two key principles Our Vision - Planting the Seeds, Growing the Future** is based on the two key principles of: Encouraging better learners and developing life-long learners.

**Our Values** - We are clear about the values that we wish to emphasise in our school. These have been adopted as a result of a consultation, which involved a wide range of stakeholders, including pupils. The whole process produced lists of values that are not dependent on race, culture, class or religion. From the extensive lists produced, five core values were chosen these are: happiness, respect, courage, friendship, and responsibility.

**Our Mission statement** talks of providing an environment in which every child is cared for spiritually, morally, socially, culturally, intellectually, and physically, allowing everyone to be the best that they can be! We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied experiences and needs. We offer a broad and balanced curriculum and have high expectations of all our children.

# Lawley Primary School and Nursery

## Lost Property and Liability Policy

Reviewed: December 2025

Review: December 2026

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## Statement of intent

Lawley Primary School and Nursery understands that pupils 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 pupils may wish to do so.

The school has developed this policy to:

- Provide a framework for any lost property.
- Clarify the pupils' 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:

- Behaviour Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy

## 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.
- **"Mislaid 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 mislaid 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 is 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.

## Roles and responsibilities

The governing board will be responsible for:

- Undertaking security risk assessments to protect people and their valuables.
- Reviewing the effectiveness of this policy as required and at least annually.
- 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 and pupils.
- Enforcing sanctions on any individual found to be stealing or damaging property.

The site manager will be 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 will be 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, pupils, parents 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.

Pupils, parents 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. Pupils, parents 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

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

## Damage

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

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

If a pupil causes damage to school property or facilities, the headteacher will send a notification letter to the pupil's parents, 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 Complaints Procedures Policy, which can be found on the school's website.

## High value items

The school strongly discourages pupils, parents and staff members from bringing high value items, such as electronic devices, jewellery and bicycles, 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:

- Assigned lockers for pupils
- Lockable drawers within the staff areas and school office
- Bicycle sheds but locks will need to be provided by the owner of the bike

Whilst the school provides secure arrangements for individuals 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 or pupils will ensure that it is handed to the relevant teacher, or the school office, as soon as possible.

Wherever possible, parents are encouraged to use ParentPay or a cheque as a last resort rather than cash as a safer alternative.

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

Pupils' and staffs' items are not covered by the school's insurance.

## Safekeeping of valuables

### Pupils

Pupils will take their item to the school office where they will be given a receipt which includes an item number, their name, class number and the time that the item was handed into the school office.

Pupils can collect their item at the end of the school day.

The item will be written in the Valuable Item Log, which includes the date, the pupil's name and class.

When collecting the item, pupils will sign the Valuable Item Log to indicate the item has been returned to them.

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

### **Staff**

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

Staff will lock cupboard doors or drawers when leaving the room unattended.

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

Valuables that cannot be stored internally, such as bicycles, should be stored using alternative secure arrangements, such as bicycle locks.

## **Lost property**

Lost property will be reported to the school office immediately and recorded in the Lost Property Book.

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

Additional details may be sought where necessary to ascertain whether the item is the claimants, 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.

School office staff will:



- 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 recorded in the Lost Property Book.

## Found property

All found property will be handed into the school office and recorded in the Lost Property Book.

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

Handling and recording found property is the responsibility of school office staff.

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.

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 a charitable project chosen by the governing board.

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.

Whenever items are disposed of, the Lost Property Book will be updated accordingly and signed by a member of the school office staff.

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 or a reference number and sign the Lost Property Book 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 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 on an annual basis by the SBM.

The next scheduled review date for this policy is December 2026.

Any changes made to this policy will be communicated to all staff, parents and pupils.

## Valuable Item Log

[illegible]

Lost Property Book

Item number	Description of item	Date handed in	Identifiable features	Date returned	Name of owner	Signature
<u>001</u>	<u>Silver necklace</u>	<u>Date</u>	<u>Butterfly pendant</u>	<u>12/11/2018</u>	<u>Jane Bloggs</u>	

If, after 14 working days, the items have not been returned, complete the following table.

Item number	Description of item	Date handed in	Identifiable features	Date disposed	Office staff name	Signature
<u>001</u>	<u>Silver necklace</u>	<u>Date</u>	<u>Butterfly pendant</u>	<u>28/11/2018</u>	<u>Miss Jones</u>	