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This policy and all school policies can be found on our website:

<https://www.ilsley.bham.sch.uk/key-information/policies/>

Personal Possessions, Vehicles and Liability Policy

All MAC policies can be found on the MAC
website: <https://saintteresaofcalcutta.org.uk/about-us/policies/>

Aim

This policy sets out the school's position regarding the care of personal items and vehicles brought onto the school site by pupils, staff, visitors, and lettings customers, and outlines the procedures to be followed if items or vehicles are lost, stolen, or damaged.

Scope

This policy applies to:

- All pupils enrolled at the school.
- All members of staff employed by the school.
- Visitors, contractors, and volunteers on the school premises.
- Individuals and organisations hiring or using the school facilities during evenings, weekends, or holidays (lettings customers).

It covers:

- Personal belongings (e.g., clothing, bags, electronic devices).
- School-issued equipment.
- Vehicles and bicycles brought onto school premises.

School Responsibility

- The school will take reasonable steps to provide a safe and secure environment during operational hours and during lettings; however, it cannot accept responsibility for the loss, theft, or damage of personal belongings or vehicles brought onto the school premises at any time.
- The school will provide designated areas for storage and parking (e.g., staff car park, bicycle racks) where possible.
- The school does not provide insurance cover for personal belongings or vehicles for any user of the premises.

Individual Responsibility

4.1 Pupils

- All belongings should be clearly labelled with the pupil's full name.
- Pupils should take care of their belongings and use designated storage areas.
- Any lost property must be reported immediately to a class teacher or form tutor.

4.2 Staff

- Staff should secure personal items in staff rooms or locked cupboards or drawers.
- Staff are responsible for securing vehicles when parked on site.

4.3 Visitors and Lettings Customers

- All personal belongings and vehicles are brought onto the school site at the owner's

risk.

- The school will not accept liability for any loss or damage during events, lettings, or community use of the facilities.
- Lettings customers are responsible for ensuring that participants are aware of this policy.

4.4 Vehicles (Staff, Visitors, Pupils, Lettings Customers)

- Vehicles, including bicycles and scooters, must be parked in designated areas and securely locked.
- Valuables should not be left inside vehicles.
- The school will not accept responsibility for theft, loss, or damage to vehicles or their contents at any time, including evenings and weekends.

Lost Property Procedures

1. Reporting a Lost Item or Vehicle

- Pupils: Inform the class teacher or form tutor immediately.
- Staff: Report to the school office or site manager.
- Visitors/lettings customers: Report to the duty site manager or lettings assistant.
- If a vehicle or bicycle is stolen, the owner must contact the police and provide a crime reference number to the school.

2. Checking Lost Property

- The school maintains a central lost property area located in student services.
- Pupils, parents, staff, and lettings customers can check during designated times by contacting the school reception.
- Valuable items will be held securely in the school office or by the site manager.

3. Unclaimed Items

- Items will be stored for 4 weeks.
- After this period, unclaimed items will be donated to charity, recycled, or disposed of responsibly.

4. Valuable or Named Items

- Items that are clearly labelled will be returned where possible.
- Valuables will only be released after verification of ownership.

Prevention Measures

- All clothing and equipment should be clearly labelled.
- Avoid bringing unnecessary valuables to school or lettings events.
- Use secure storage and parking facilities.
- Ensure vehicles and bicycles are locked and secure.

Disclaimer

While the school will take reasonable steps to assist in locating lost property and to maintain security measures, it cannot accept liability for the loss, theft, or damage of personal belongings, vehicles, or contents brought onto the premises by pupils, staff, visitors, or lettings customers at any time.