



Lost / Stolen / Damaged Property – Policy Statement

Approved by the Full Governing Board on: 13 November 2025

Signed by the Chair:

Renewal date: November 2028

Liability and Lost Property

Pupils and their parents/carers are responsible for their own personal property and possessions while on school premises or engaged in school activities, including trips. The school cannot accept liability for loss of, theft of or damage to such property and possessions. The same principle applies to the personal property of members of staff.

High Value and Invaluable Items

We strongly discourage students from bringing any high value (monetary) or invaluable (sentimental) items to school or on school trips/activities. 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.**

If students chose to bring a mobile phone to school, this must be handed to the Form Tutor at the start of the school day and collected again at the end of the school day. However, it is a choice for the student to bring a mobile phone to school and again, **the school will not accept any responsibility for a mobile phone's recovery or replacement in the case of loss, theft or damage.**

Lost Property

We encourage all students to take care of and responsibility for their own possessions. It is helpful if parents/carers can provide support by ensuring that items such as school uniform and equipment is clearly labelled with their child's name.

However, it is important for students to report immediately any loss (or suspected theft) of an item to a member of staff, usually their Form Tutor, with a description (colour, make, etc.)

of the item so that reasonable efforts can be made to trace it. Most lost property is stored in the Welfare Room, but students are advised also to check with staff in Reception or the PE Office, as appropriate.

If a student finds or inadvertently takes home an item that is not their own, the item should be returned to the School's Reception as soon as possible so that it can be returned to its owner.

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

Confiscation

Students, with the support of their parents/carers, are responsible for wearing correct school uniform and meeting the school's expectations with respect to behaviour. Students should not bring prohibited or inappropriate items into school; should they do so, they should expect such items to be confiscated by staff. Examples would include jewellery, alcohol or anything that might cause injury, offence or a health and safety risk. 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.

Communication

This policy will be published on the school's website. Routine reminders will be shared with parents/carers in Springfield News, and with students via assemblies, Tutor Time etc.

Links

This policy should be read in conjunction with the following policies/documents:

- Behaviour Policy
- [Section 94](#) of the [Education and Inspections Act 2006](#)
- Home School Agreement
- Mobile Phone Policy
- [DfE Searching, screening and confiscation in schools](#)