



# NORTH LIVERPOOL ACADEMY

## SAFEGUARDING STUDENTS' PROPERTY POLICY

**Many students have expensive items bought for them and this policy has been drawn up to safeguard them.**

### Mobile Telephones

The Academy has a system by which parents can contact students and students, parents. Students can contact parents through the office on urgent matters. Routine matters have to be left until after school time and parents and friends should not contact them during the schools day.

Whilst understanding the need for phones and their increasing use in learning, their social aspects are not to be used during the school day. Phones must not be visible or used unless staff instruct students in their use, for example noting homework.

Technology can be used for good or evil purposes and we know that texting and phone calls have been used to bully or abuse. This is an unacceptable use and anyone found using their phone thus will have it confiscated and turned over to the Police.

If we deem them to have been used unacceptably they will be confiscated and the student sent home with a letter requesting the parents to come and retrieve it in office hours Please understand the safe is locked at 4.30 pm and the only staff with access are the finance staff.

If they are stolen the Academy cannot accept any responsibility for them and cannot undertake investigations. Nor are we able to accept care for them during games lessons.

### Jewellery

None should be worn. If it is we will ask the students to remove it, place it in the safe and request that the parent come and reclaim it during office hours. If a student refuses to remove it we will call the parent and ask them to sort the matter out.

### MP3 players etc

These may not be played or worn in school unless as part of a lesson where the teacher is using them. We will not investigate the theft of any item stolen. It is best that these are not brought into school.

### Bicycles

Helmets must be worn. They must be chained in the correct area and the helmets checked into the Head of house for safe keeping.

Origination	Authorised by	Issue No.	Page 1 of 2	Date
				<b>11/06/2006</b>



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### Musical instruments

They should be left at the Head of House office and returned there at the start and end of the day. All instruments should be insured by the parents

### Sports Equipment

These should be named and insured.

### Valuables of Any Kind

The Academy does not hold insurance for small items and so they are not covered on our policies. It is the responsibility of the parents to insure all valuable items. We cannot accept responsibility for items that are lost damaged or stolen in school.

### Dangerous Items

**NO STUDENTS SHOULD HAVE IN THEIR POSSESSION**

#### KNIFE

GUN OF ANY KIND INCLUDING BB

SHARP IMPLEMENT

AIRGUN

CLUB OR OTHER WEAPON

On finding these we will contact the parent, confiscate the item and inform the Police.

### Confiscation procedure

If items are confiscated they will be placed in the safe. A note will be made of their ownership and the date and time of the deposit. The students will be given a letter to give to the parents who may collect it during office hours of 9 – 4.30 from the finance office. No other member of staff has access to the safe.

Origination	Authorised by	Issue No.	Page 2 of 2	Date
				<b>11/06/2006</b>