

Loss of Theft Policy (Trust including EYFS)

Reporting a Loss or Theft at Bede's

1. Introduction

- I. As part of our continuous improvements to security arrangements at Bede's, all students, parents and staff now have an enhanced facility to quickly and easily report any Loss/Theft.
- II. The Bede's Loss/Theft Form has been redesigned and is located for students and staff on My Bede's (<https://www.mybedes.org>) and for parents on the Parent Portal (<https://portal.bedes.org/>). The form is also available from the Porters, who can be reached via porters.lodge@bedes.org.
- III. To assist the Porters in their duties in relation to issues of Loss/Theft, we request that all parents, students and staff clearly mark any clothing or personal belongings.

2. Protocol for Parents and Students

- I. Students and Parents should report any loss or theft immediately to the appropriate Housemaster or Housemistress, Personal Tutor or to the School Office. We would also request the completion of a Loss/Theft Form within 24 hours of the incident.
- II. The completed form should then be handed in (or sent electronically) to Housemasters, Housemistresses or Personal Tutors.
- III. A second copy of this completed form will then be sent by the Housemaster/Housemistress or Personal Tutor to the Porters' Lodge (via porters.lodge@bedes.org) for the purpose of record keeping and to assist in reuniting items with their owners.

3. Protocol for Staff

- I. Staff should report any loss or theft to their Line Manager and complete a Loss/Theft Form within 24 hours of the incident.
- II. The completed form should then be handed in or emailed to the relevant Line Manager. A second copy will then be sent by that Line Manager to the Porters' Lodge (via porters.lodge@bedes.org).

4. What Happens Next

- I. Each week, the Porters' Lodge team receive lost property that has been collected from around the campus. All named items are returned directly to Houses by the Porters' Lodge team. All unnamed items are stored in the lost property cupboard at the Porters' Lodge for one month before being put into storage.
- II. *Please note that all lost items that are not collected or identified within one month will be held in storage until the end of a given term. After that date, Bede's branded items will be sent to the school's second-hand shop, other items will be sent to a local charity shop*

Owned by:	Security Co-ordinator
Authorised by:	Security Committee
Date:	February 2019
Review Date:	November 2019
Circulation:	All Staff, Parents, Website

Loss/Theft Form

This form should be completed as soon as a Loss or Theft is reported, preferably within 24 hours, and then handed or emailed to Housemasters, Housemistresses or Personal Tutors by students or parents or to Line Managers by members of staff.

Owner's name:	Today's date:	Building where loss/theft occurred:
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Item(s) lost:	Date of loss/theft:
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Please supply a detailed description of the item(s) (make, model, size, colour, etc)

Was the item named?	Has the Loss/Theft been reported to the Police?
YES / NO	YES / NO
Serial no/security mark:	Crime Number:
	Reference Number:

Was the item insured?	Have the insurers been notified?	Was the item in a locked area?
YES / NO	YES / NO	YES / NO

Please describe the circumstances of the item's disappearance (Where was the item last seen by the owner? When was it last seen? Who saw it last? Name of any witnesses?)

Is there any damage to the building/area? If so, please supply details (Including damage to windows, doors, lockers, etc)

Has the item been found? (If so, please provide details of how, when, where and by whom)