

THEFT POLICY

Purpose

1. To build a school culture characterised by a community-wide valuing of honesty and respect for others' belongings.
2. To implement a comprehensive range of strategies designed to minimise theft and to deal with it systematically and effectively when it does occur.

Definition

Theft is the unauthorised removal of property from any person, building or grounds. .

Prevention Strategies

1. Promote school-wide ownership of the WSC Code of Conduct values of showing concern for others by respecting each other's property.
2. Put in place systems and procedures for enabling students to confide safely information leading to the identification of the student(s) responsible for theft or receiving. Provide staff with training to develop student confidence concerning the risk of retribution.
3. Encourage students and staff to keep valuable items safe and secure at all times – for example, cell phones in pockets instead of bags; bags never being left unattended.
4. Discourage students from leaving bikes and helmets unsecured in the racks; if it is not possible to use a sound lock, encourage students to bring the bike to the deputy principal for alternative storage.
5. Request that electronic transactions or cheques be used for payments to the school. Any cash for payments must be submitted to the school office at the beginning of the day.
6. Encourage students to label indelibly all personal property.
7. Advise students to find out if their parents/guardians have an all-risks insurance policy which covers loss or theft away from home.
8. Provide lockers with video camera monitoring where possible in the new school.
9. Provide secure, lockable cabinets with video camera monitoring for Physical Education and Sports Academy classes, and for sports teams.
10. Teachers will ensure that classrooms are secure: windows are closed and locked, and doors are locked when classrooms containing students' personal belongings or valuable equipment are not being used or are being left unoccupied for a period of time.
11. Provide for storage of school and personal equipment or valuables in secure locations.
12. Establish procedures whereby staff and students must sign out school equipment so that its location is known at all times.
13. Maintain procedures to record the distribution and collection of items loaned to students and staff (e.g. notebooks, books, instruments).
14. Encourage staff and students to report the presence of unidentified visitors or trespassers and the exceptional movement of all persons.

Immediate Response Strategies

1. Report all thefts immediately – to your teacher, your form teacher, your dean or a senior manager.
2. The senior managers will ensure that all staff are immediately notified of any theft by means of a group email and provide for the confidential reception or anonymous sending of information.
3. Interview all persons who can provide information regarding the theft and record all pertinent information.
4. In cases where a theft has occurred during class time, the class must not be released. WITHOUT EXCEPTIONS a senior manager must be called while the class is being held by the teacher.

Intervention and Follow-Up Strategies

1. Liaise with and report back to the victim's family.
2. Inform and meet with the parent(s)/guardian(s) of the thief.
3. Consider calling in the police depending on the value of the item and whether it is recovered quickly.
4. Ensure consistent reference to clear process guidelines concerning the disciplinary consequences for theft.
5. Arrange restitution on the part of the thief.
6. Arrange a restorative meeting of the victim and the offending student, given the willingness of the former.
7. Arrange appropriate guidance and counselling for the victim and for the student responsible for the theft.
8. Organise peer support to assist the thief's attempts to shed the stealing habit.
9. Enter case details in the WSC theft/property loss register.
10. Liaise with the community constable concerning serious and second offence cases.

Ratified by Board: _____ signed for BOT

16/09/2013

Review date: April 2014