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January 2026		Assistant Head Pastoral

## SECTION 2.1a – THEFT Policy

### Responses to Theft

In our experience the great majority of ‘thefts’ are actually misplaced items and so our first response will be to undertake a thorough search of last known places, bag racks and lost property. We will also email all relevant staff to ask them to search, ask their tutor groups etc so that misplaced items can then be returned.

If the steps above have not been successful or are not appropriate on the basis of immediate information, and a theft has been alleged, or suspected in any area of the school the following steps will be taken.

1. The allegation/suspected case will be investigated by the Assistant Head Pastoral with support from the Deputy Head (if needed) or, in the case of boarding, Heads of House.
2. Investigations will involve interviewing relevant students, taking (written) accounts from students, and assessing all available information.
3. The school will communicate to parents of those involved explaining that a) an investigation is taking place, b) possible outcomes and c) if any proven theft is found formal disciplinary action is likely.
4. If a theft is proven then the school will act appropriately in disciplining the student responsible, seeking return of goods/or remuneration for loss if appropriate.
5. A student found to be guilty of theft must expect severe sanction from the school and a repeated offender is likely to face suspension or expulsion – please refer to school policy on Student Discipline.
6. If, in the opinion of the Assistant Head Pastoral/ Deputy Head, it is appropriate to involve the local police in an investigation then this will be discussed with the Head – police involvement is only likely in cases of repeated theft or significant loss of property.

### Possible sanctions:

- theft of small items such as stationery, some sports kit, smaller electronic equipment (under the value of approximately £30.00) the most likely sanctions will be– return of item, written apology, and a sanction which should expect to be an internal suspension for 2 to 5 days.
- Repeated offences of theft or any items of cash, personal belongings over the value of £20.00 will require return of item or payment of similar value, a letter of apology and is likely to lead to a period of suspension away from school.
- If in the view of the Deputy Head and Head a serious example of theft is proven by anyone who has already been suspended for this behaviour, they must expect to be expelled from the school.

Parents are reminded that they are responsible for insuring any of their own/children’s property that is brought to School.