



THEFT/DAMAGE/VANDALISM TO SCHOOL PROPERTY POLICY

RATIONALE

- Theft is a serious event. It is mandatory under the Financial Management Act 1994 that all cases of suspected or actual theft, wilful damage, or arson, be reported to the relevant authorities. Vandalism is an unsightly, expensive and derogatory act that serves no useful purpose. The school will do its best to minimise acts of vandalism. The safe keeping of the school buildings and assets against misuse, theft and damage is the responsibility of the whole school community. Graffiti is not art; it is vandalism and therefore a criminal offence which would place financial, emotional and time consuming burdens on our school.

AIMS

- To minimise theft and report all instances of theft appropriately.
- To provide a pleasant and enjoyable school environment free of graffiti.
- To provide a secure and safe environment that adequately protects the buildings and assets from vandalism.
- To provide a balance between adequate security measures and reasonable access for authorised personnel to move freely about the school.

IMPLEMENTATION

- All assets will be managed at our school with details recorded on the assets register and all finances will be managed consistent with usual Department of Education and Training requirements.
- Our school will ensure that it has proper internal control mechanisms in place that eliminate or minimise opportunities for theft.
- Any losses involving theft, burglary, arson or vandalism will be reported immediately to the police and the Incident Support and Operations Centre.
- A Criminal Offence & Insurance Report will be completed and sent to the DET and steps will be taken to avoid the possibility of further loss, and to minimise the possibility of the incident occurring again.
- All incidents of theft are serious incidents, and will be thoroughly investigated by the proper authorities without prejudice or favour.
- Some damage to school property through incidents such as extreme weather events may be unavoidable.
- However, considerable potential also exists for the damage of school property through carelessness, foolishness, neglect, deliberate behaviour and other avoidable actions. Our school considers deliberate damage to be a very serious matter.
- Graffiti, no matter how minor, is not acceptable at our school.
- All graffiti will be removed as immediately as possible, after being photographed for police as a precaution.
- We will make use of natural surveillance methods such as the involvement of neighbours, the school community and community groups to keep watch and report any suspicious activity.
- The school cleaning staff will be expected to remove graffiti as part of their cleaning duties.
- All vandalism must be reported by staff and students immediately to the principal class.
- All damage to school property must be made safe (i.e. broken windows), reported to Assistant Principal and/or office staff and recorded in the maintenance register so that it may be properly repaired.
- Damage that appears to be deliberate, or as a result of not following the school values, must be reported to the appropriate welfare staff member.
- The police will be contacted by a senior member of staff if he/she forms the opinion that the circumstances warrant such an action.

- After appropriate investigation and discussion, a recommendation to the principal will be made consistent with the school's values and processes, to be applied to a student identified as having caused the damage.
- The principal class/welfare coordinator will communicate damage to school property by students to their parent/s.
- Consideration will be given to parents compensating the school for costs incurred by means of payment or other appropriate recompense, such as replacement.
- School Council will ensure the school has adequate security lighting.
- Neighbouring residents will be encouraged to report suspect out of school behaviour to police.
- Insurance matters or damage to resources are directed to the DET.

EVALUATION

- This policy will be reviewed in line with best practice, new legislation and guidelines.

REVIEW CYCLE

- This policy is scheduled for review in 2023.

Endorsed by School Council on 20th October 2020