
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1000**

POLICY NO: **1014**

ISSUE DATE: 06/03/03

TITLE: **STUDENT ROUTINES**

ISSUE NO: 2

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Dealing with Theft

RATIONALE:

To create a “safe school” where theft is considered to be a serious offence, and not tolerated.

PURPOSE:

To ensure that all incidents of theft are dealt with immediately with the purpose of recovering the stolen item and finding the thief.

PROCEDURES:

The key is to deal with the issue immediately.

In class while you are teaching:

- 1 Deal with the student reporting the theft immediately.
- 2 If in your view a theft has taken place, contact either a member of the Senior Management Team (SMT) or the house leader immediately.
- 3 The bell will not be rung if it is at the end of the period. All students are to remain until either SMT or a house leader arrives.
- 4 SMT will conduct an investigation and will hold the bell and all students until they believe they have the correct group or individuals to interview.

Out of class and reported to you:

- 1 Get immediate assistance from staff or prefects nearby to assist you in detaining possible suspects.
- 2 Contact SMT immediately.

Preventing theft:

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- 1 Be alert on duty and when just walking around the school.
- 2 Question students who are out of class.
- 3 Give students a note if they are legitimately out of class.
- 4 Physical Education (PE) gear is not to be left in lockers.
- 5 Form teachers:
 - a) Check the naming of gear, books etc periodically during form teacher session.
 - b) Tell students not to leave PE gear in lockers.
 - c) Counsel students periodically about the difference between “borrowing” (ie. asking) vs “finding” (ie. and returning) and stealing (ie. taking without permission).
- 6 Classroom teachers:
 - a) Check all gear is named for your subject.
 - b) Insist that all bags are in the room during class, except laboratories, workshops and “9” rooms.
 - c) Do not allow students to go to lockers during class.
 - d) Question students who appear to be “wandering” in the vicinity of your room.