



Tuition  
extra

# Unattended Personal Property Policy

**Date of Approval:** 11/11/2023

**Signed:** Angela Hughes  
**Position:** Head of Education

**Next review:** 10/05/2024

<b>Policy statement</b>	To ensure all staff know the importance surrounding the protection of their personal property to maintain safety and avoid potential liability issues.
<b>Purpose</b>	Staff are responsible for their personal belongings at all times. Whilst students should not be left unattended, if this is unavoidable, please ensure that you take all personal belongings with you when you leave the room. Do not leave your personal belongings in an empty room to “reserve” that space. Do not leave your mobile phone or laptop charging in an empty room unattended. Personal belongings that have been left unattended are at risk of theft or tampering for which the company will not take responsibility. Failure to abide by this Policy could result in disciplinary action being taken against you.
<b>Eligibility</b>	All staff are covered by this Policy and need to abide by its Terms at all times.