



Tuition
extra

Unattended Personal Property Policy

Date of Approval: 01 October 2024

Signed: Angela Hughes

Position: Group Head of Education

Next review: September 2025

Policy statement	To ensure all staff know the importance surrounding the protection of their personal property to maintain safety and avoid potential liability issues.
Purpose	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.
Eligibility	All staff are covered by this Policy and need to abide by its Terms at all times.