

Policy for the Care of Pupil's Valuables and PE Kit and Equipment

It is the policy of Wallace High School Physical Education Department to assist and co-operate with all pupils in helping them to keep their valuables and P.E kit and equipment safe. Pupils are reminded of the policy for the safe keeping of valuables at the start of each year. If a pupil is in doubt as to what is valuable he/she should consult with a member of staff.

Member of staff/coaches responsibility:

- Each member of staff will organise the collection and distribution of valuables belonging to pupils.
- Valuables will be placed in a box or container which may sit at the side of the class or be locked in the P.E department.
- The school cannot take responsibility for valuables left in the changing rooms.

Pupil's responsibility with regards to their possessions:

- Pupils should not be wearing watches, rings or earrings whilst participating in sport. These should all be placed in the valuables box at the start of the session.
- Pupils should not leave money or valuable objects such as mobile phones in the changing rooms. These should be given to the supervising member of staff at the start of the P.E or games session.
- In the event of a pupil not having been given the opportunity to place their valuables in the 'valuables box' it is their responsibility to ensure that this happens.
- Pupils should collect their valuables from the member of staff at the end of their P.E or Games session.
- All P.E kit, including trainers should be clearly named.
- Pupils are responsible for their own kit and should not lend it to other pupils.

If, in the event of kit accidentally being left in the changing rooms the PE staff or cleaning staff will place the kit in a safe place in the department for a short time before it is transferred to lost property.

N Hinds
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