



FALCONER SCHOOL

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DAMAGE POLICY

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Signed – Governor

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Print Name

Date: Sep 2016

Review: Sep 2018

It is recognised that there are occasions when accidents occur. By definition, there is no premeditation and no intention. Within the context of the school, these are likely to be relatively minor incidents. Costs of replacement will be borne by the Repairs and Maintenance budget.

The majority of damage caused in school is avoidable. Pupils frequently ignore the advice or cautions that adults give. The result often is that something is broken or damaged. Pupils must learn that their actions have consequences and that there is a cost to their carelessness. It is policy that pupils should make full restitution of the actual replacement cost. Reality, however, limits this position. Once the cost of replacement exceeds £50 this figure should be considered the upper limit. The cost of replacement needs to be a factor in considering whether to pursue full recovery through legal procedures.

Where there is clear evidence of wilful malice, all actions will be considered as criminal conduct which will be referred to the local police on every occasion. It is policy that a complaint will be made. If necessary the costs of repair will be recovered through a restitution order.

Practical Arrangements

Parents/Carers will be informed as soon as it is known that damage has unnecessarily been caused. An approximation of likely cost will be given. Parents will be encouraged to ensure pupils pay in person directly to the school. Given that most repair/replacement costs are relatively significant sums, it is to be expected that payment will be made in instalments. This is acceptable. It is believed that the learning associated with the repeat payments drives home the reality of the true costs of the pupil's behaviour.

Some parents/carers prefer to pay the replacement costs in one lump sum. They will be encouraged to recover this sum from their son's personal allowance but this is a matter for individual families.

Parents/carers can expect to receive a copy of any invoices received for the restoration of damage. Where repair work can be undertaken by school staff, their time will be costed at £8.00 per hour. Time will be charged by the quarter hour.

Parent Involvement

An outline of the above policy is presented to every parent/carer and prospective pupil during the course of their initial interview with the head teacher. Parental concordance is a prerequisite for the admission process to continue.

Dealing with Exceptional Circumstances

The school policy is to repair damage as quickly as possible. Damaged articles should not be left in the workplace. A commitment to maintaining a high quality environment is expected of all staff. All occurrences should be reported to a senior member of staff.

Damages/Breakages

Pupils may occasionally damage the school fabric or equipment. Staff need to determine to their own satisfaction if the damage was caused accidentally, foolishly or maliciously.

All damage to fabric, howsoever caused should be reported to the school office. The administrator will arrange for the Site Manager to attend if glass needs to be cleared/made safe. If the teacher believes the damage to have been a complete accident, no further action will be taken against the pupil. It may, however, be necessary to complete a "Dangerous Occurrence" report. If there was any element of danger, parents should be informed by letter.

Damage caused as a result of foolishness or failure to take notice of warnings will be paid for at least in part. In most instances, the full replacements costs will be levied. The Head must be informed of such incidents. Parents will be notified.

Where damage is caused wilfully or maliciously, consideration will be given to having the pupil arrested. Recompense for damage will be sought in the first instance from the parents but through the court if necessary.

Graffiti

The moment writing/drawings/marks are noticed on any wall or furniture, action should be taken to arrange for its removal. Much will wipe off with a damp cloth, more persistent marks can be cleared with mild abrasive solutions. Scratches and marks which cannot be removed otherwise will need to be painted or sanded out.

If the pupil who made the marks is identified, it is appropriate, under supervision for him to remove the disfigurement. Where the perpetrator is not identified, staff are expected to attempt removal themselves. If this does not solve the problem, the Site Manager should be notified.

Soiling of Toilet Areas

Maintaining a high quality environment in the pupils' toilet areas is important. Occasionally smears of excrement will appear on walls or pupils will deliberately defecate to the side of the bowl or pupils will push toilet rolls into the bowl. Staff must respond promptly to being alerted to such issues. The Site Manager needs to be notified.

Vomit and Blood

As soon as practical after being alerted to the problem, the Site Manager needs to be notified. It is usually appropriate to block off access to a soiled area if this is possible.