



# Robert Bloomfield Academy

## Damage / Vandalism to the Academy Policy

Current Version	January 2024
Minor changes made	
Significant changes made	
Ratified	Local Governing Body
Validity	2 Years
Next Review	January 2026
Author	J Linehan, Principal



# **Damage / Vandalism to the Academy Policy (2024)**

*To be reviewed Autumn Term 2026*

## **1. Rationale and Aim**

This policy applies to all pupils who attend Robert Bloomfield Academy and should be referred to in the event of any damage to academy property. This includes books / IT equipment / PE equipment / damage to the building. RBA expects all pupils to treat the school building and its contents / equipment with respect at all times.

## **2. Policy**

Any pupil who causes damage, or is suspected of causing damage, to academy property will be referred to the appropriate Head of Year. The HOY will carry out an investigation and using RBA's Behaviour Policy, will impose any sanctions deemed appropriate. RBA also reserve the right to involve any external authorities (e.g. Police) where we consider it necessary or where a serious offence may have been committed.

### **Charging for Cost of Repair / Replacement for damage to school property**

RBA will fully investigate any incident of damage to school property. Any damage incurred will be assessed and photographed as evidence. A copy of the photograph and report will be sent to parents / carers together with a request for a contribution towards the cost of repair or replacement of the object that has been damaged or vandalised.

In cases when this may cause the family financial hardship, the pupil may be asked to assist with refurbishing the damage as an alternative payment.

Damage which is deemed excessive can result in a sanction also being applied.

If the damage is done by more than one pupil the full cost will be divided equally between the pupils.

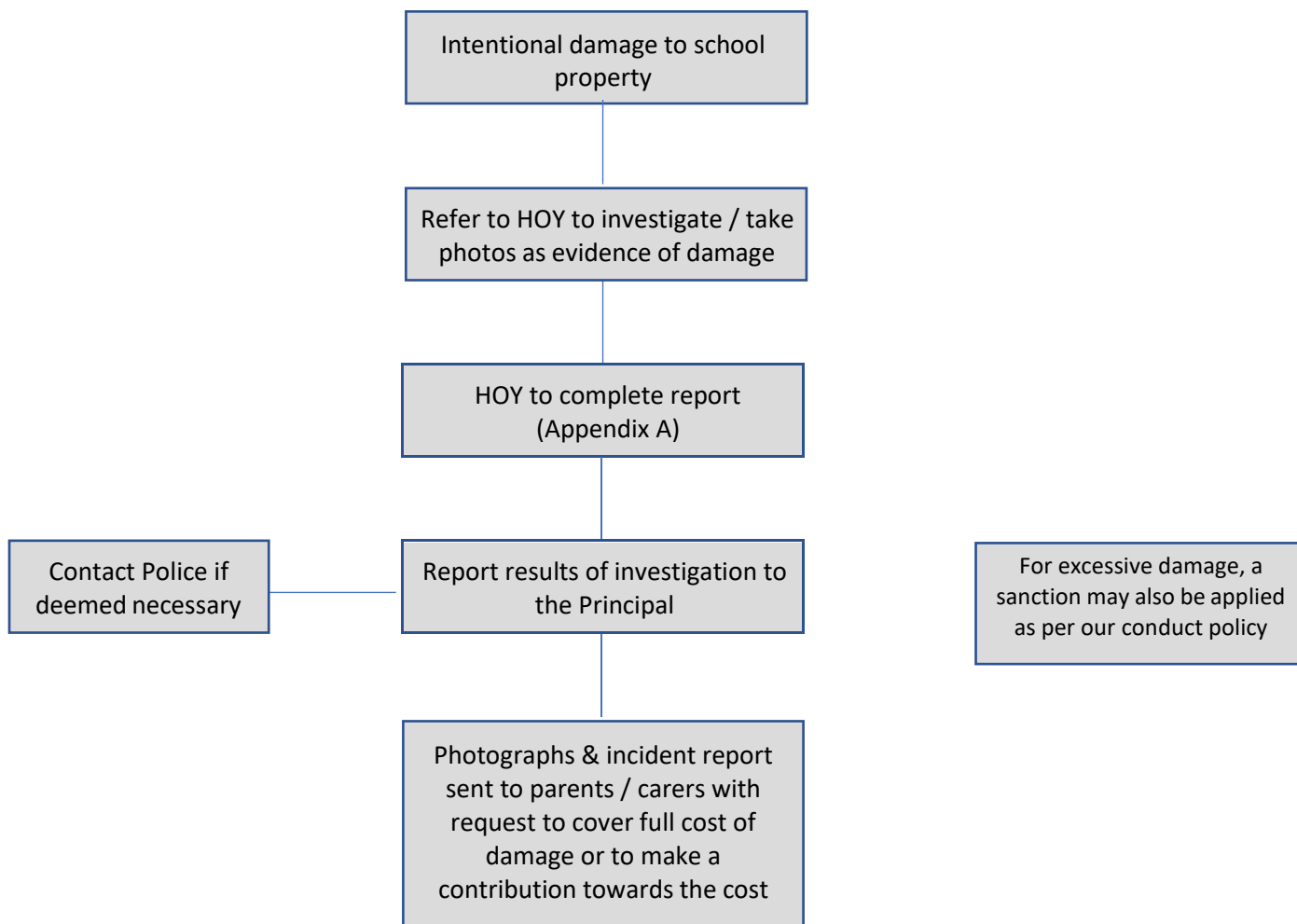
Some repairs may be completed by an outside contractor and this therefore, will be reflected in the cost of the repairs.

### **School owned IT Equipment at Home**

If a student uses a school Chrome Book at home, they and their family will be required to sign an acceptable usage agreement (see Appendix B) which will stipulate damage / loss protocols and liability.

### **Loaned Resources (Non-IT)**

Students who damage or lose school loaned equipment such as a library book will be required to replace like for like.



### 3. Monitoring and Evaluation

The effectiveness of this policy will be regularly monitored by the Principal.

### 4. Implementation and Review

This policy will be circulated to all academy staff and published on the academy website for parent/carer information. The policy will be reviewed two yearly.

### 5. Author and Date

Author: John Linehan, Principal  
Date: January 2024

Approved by: Local Governing Body

## Appendix A: - Investigation Report Template

<b>Date of Damage / Vandalism</b>	
<b>Date of investigation</b>	
<b>Name of Pupil and Form Group</b>	
<b>Name of Investigating member of staff</b>	
<b>Description of damage</b>	
<b>Statement from pupil</b>	
<b>Pupil signature</b>	
<b>Member of staff signature</b>	
<b>Is photo evidence included</b>	Yes / No If No – why is this not available
<b>Cost to family for repair / replacement</b>	

## Appendix A: - Acceptable Usage Agreement

Name of Student \_\_\_\_\_ Form \_\_\_\_\_

### Temporary loaning of Chromebook's: Parent/Carer Agreement

To support children's ongoing remote learning, you have been successful in your request for a School Chromebook. In order to enable a loan, we have issued you with a loan agreement.

**Please read the agreement below – please note that the Chromebooks will require an internet connection, if you do not have an internet connection at home please let us know asap.**

Robert Bloomfield Academy, part of BEST, will loan you a Chromebook and charger to allow your child to access remote learning. The Chromebook and its charger must be returned to school when requested. This document is a formal agreement between you as parent/carers and the school/TRUST. Before you receive the Chromebook and charger, you need to be aware of the terms and conditions of loan and sign to accept accordingly.

1. The equipment remains at all times the property of RBA/BEST and must be returned when requested
2. The named parent or guardian who is signatory to this form is responsible for the equipment loaned and must take all reasonable care of it while it is in the pupil's possession
3. The Chromebook should be kept in a secured (locked) area when not in use
4. Please immediately report any loss, theft or damage of the Chromebook to the school. It is a condition of this loan agreement that you will fully co-operate and support any claim made by RBA/BEST to their insurers for loss or damage
5. The Chromebook needs to access the internet through your home WiFi network. If you do not have access to the internet at home, please let us know asap
6. The equipment is for the pupil's use only and must not be loaned to, or used by, any other individual
7. No additional applications shall be downloaded onto the Chromebook unless the written consent from RBA is first obtained. No applications installed on the device at the time of loan are to be deleted or modified in any way
8. Web filtering is provided when the Chromebook is in use, meaning we are able to monitor if students use the device inappropriately. If we feel the Chromebook has been used inappropriately, RBA/BEST will ask for the device to be returned. Despite our ability to monitor the Chromebooks, it is your responsibility that your child remains safe online.

Name of equipment	Date provided	Date returned
Chromebook charger		
Chromebook Serial number:		

I accept these terms and conditions Name of parent or guardian (please print) \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please note, the Chromebook and charger are provided on free loan for your child's education. The equipment must be returned when requested. Failure to return the equipment will result in an invoice for £200 plus VAT being issued.**