



RAIS Theft Policy

Purpose

The purpose of this policy is to establish clear procedures and responsibilities for preventing, reporting, investigating, and addressing theft within the school community. This policy aims to protect school property, maintain a safe and secure environment, and ensure the well-being of students, staff, and visitors.

Scope

This policy applies to all students, staff, faculty, visitors, and any other individuals on school premises or engaged in school-related activities. It covers theft of school property, personal property of students, teachers and staff, and any other incidents of theft that occur within the school environment.

Policy Statement

RAIS, as a Christian institution, is committed to maintaining a secure environment grounded in the values of honesty, integrity, and respect for all members of the community. Theft is incompatible with these principles and will not be tolerated. All incidents of theft will be taken seriously and addressed promptly and fairly in accordance with this policy. The school will implement appropriate actions to prevent theft and manage incidents effectively, including disciplinary measures and legal action when necessary to ensure that every individual is treated with dignity and accountability.

Reporting and Documentation

Incident Reporting

- **Immediate Reporting:** Any individual who becomes aware of a theft or suspects that a theft has occurred should report the incident immediately to the Homeroom Teacher, or Section Head or Guidance Office.
- **Reporting Channels:** Reports can be made in any of the following channels:

1. Direct Reporting to Teachers/Staff/Admin

Students report incidents directly to their Homeroom Teacher, Section Head, Guidance Counselor or trusted staff member, either verbally or in writing.

2. Designated Reporting Forms

A specific theft incident report form that students, parents, and staff can fill out is available in the guidance office.

3. Guidance Counselors

Reports can be made to the section heads while ensuring a safe and confidential environment.

Details Required: When reporting an incident, the following information should be provided:

- Description of the stolen item(s)
- Date, time, and location of the incident
- Name/s of the victim/s
- Names of any suspects or witnesses
- Any other relevant details such as circumstances surrounding the incident

Investigation and Review

- **Receipt of the Report:** Upon receiving the theft report, the designated authority (e.g., Homeroom Teacher, Section Head, RDOC) logs the incident immediately to immediate supervisor or head (ensure timely documentation).
- **Initial Response:** Conduct a preliminary assessment to evaluate the severity and nature of the theft incident. This evaluation will determine if immediate action is necessary to safeguard students, teachers, staff, and property. Additionally, investigate whether this incident is part of a larger pattern of theft within the institution.
- **Notify Relevant Parties:** Inform school administration and the parents or guardians of affected students about the incident using appropriate communication methods (e.g., email, phone call, meeting) while being sensitive to the situation.
- **Collect Evidence:** Gather all pertinent evidence related to the theft by conducting witness interviews, reviewing surveillance footage, and inspecting the scene for physical evidence. Ensure thorough documentation of all findings.
- **Interview the Victim:** Conduct a formal interview with the victim(s) to obtain a detailed account of the incident. Clarify the circumstances and identify any known suspects while ensuring a supportive environment.
- **Identify Suspects:** Compile detailed descriptions and information about potential suspects based on witness statements and collected evidence. Ensure the privacy of all individuals involved throughout this process.
- **Review by the Theft Policy Committee:** Present all findings to the Discipline Committee which is composed of the Section Head, RDOC 1, and relevant staff, to analyze evidence and assess broader implications.
- **Make Decisions:** Based on the committee's review, determine appropriate actions, including disciplinary measures for suspects, support for victims, and recommendations for enhanced security protocols.

- **Document Findings:** The section head will compile a comprehensive report detailing the investigation process, evidence gathered, committee discussions, decisions made, actions taken, and keep the reports securely for future reference.
- **Outcome and Actions:** Based on the findings, take appropriate actions, which may include disciplinary action against the individual responsible, restitution for stolen items, and recommendations for preventing future incidents.
- **Monitor and Evaluate:** Monitor the situation in the following weeks to assess the effectiveness of the responses implemented, conduct a review to enhance safety, and gather feedback from staff, students, and parents on the effectiveness of measures taken.

Composition: The committee will consist of the following members:

- School Principal
- Section Heads
- Immediate Supervisors
- Homeroom Teachers
- Supervisors

Roles and Responsibilities

School Principal (Chairperson)

- Leads the committee and ensures alignment with school policies.
- Communicates policy updates and theft prevention strategies to the school community.
- Supports the investigation process and provides resources as needed.
- Ensures that all incidents are logged, investigated, and addressed promptly.
- Facilitates regular meetings to review theft incidents and prevention strategies.
- Acts as the final decision-maker in implementing disciplinary actions.

Section Heads:

- Provide oversight for their respective sections and contribute to policy development and enforcement.
- Monitor and review reports of theft within their sections.
- Ensure that homeroom teachers and guidance officers are aware of and implement theft prevention strategies.
- Coordinate with the supervisors to address any section-specific security concerns.
- Facilitate communication between students, parents, and the administration regarding theft incidents and prevention measures.

Immediate Supervisors:

- Represent the student body, address student welfare, and provide insights into student behavior and needs.
- Provide counseling support to victims of theft.
- Develop and implement educational programs on ethics and personal responsibility.
- Collaborate with homeroom teachers and section heads to identify patterns of behavior that may indicate potential theft issues.
- Assist in mediation and conflict resolution related to theft incidents.

Homeroom Teachers:

- Offer perspectives on classroom management and student interactions, while playing a key role in observing and reporting potential issues.
- Educate students about the importance of honesty and respect for others' property.
- Maintain a secure and orderly classroom environment.
- Report any suspicious behavior or incidents of theft to the section heads and guidance officers.
- Support initiatives that promote a safe classroom environment and encourage students to be aware of their surroundings.

Supervisors:

- Oversee physical security measures and collaborate on strategies to prevent theft.
- Conduct regular assessments help identify vulnerabilities in the school environment, which is part of the supervisors' duties to maintain safety.
- Follow established security procedures and ensure that all staff are aware of them.
- Inform the section head or homeroom teacher about any security concerns or incidents for further action.
- Ensure that only authorized people can enter certain areas of the school.

Disciplinary Actions

- **Students:** Any student found guilty of theft will face disciplinary actions that may include warnings, suspension, or expulsion, depending on the severity and circumstances of the offense. The school will ensure a fair investigation process and may offer restorative practices for first-time offenders.
- **Staff:** Any staff member found guilty of theft will face disciplinary actions, including termination of employment, following a thorough investigation and review process to ensure fairness.
- **Visitors:** Any visitor found guilty of theft will be banned from the school premises and may face legal action. The school will ensure that the investigation is conducted in accordance with legal guidelines.

Legal Actions

- In cases where theft involves significant property or repeated offenses, the school reserves the right to involve law enforcement and pursue legal action against the person responsible.

Support for Victims

- **Counseling Services:** Offer counseling and support services to students or staff affected by theft.
- **Restitution:** Assist victims in seeking restitution for stolen property when possible.

Communication

- **Policy Availability:** Ensure that the theft policy is readily available to all members of the school community through the school website and intranet.
- **Updates:** Regularly update the school community on any changes to the policy and provide training sessions on theft prevention and reporting procedures.

Policy Review Cycle

- This policy will be reviewed once every three years.
- This policy was last reviewed in January 2025