



Culpable Damage Policy

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Culpable Damage Policy

Aims

This policy is in place in order to provide a framework for the recovery of costs associated with the repair and replacement of Academy property which has suffered culpable damage.

The requirement for a student or students to pay for damage to school property will be based solely on the findings of an investigation carried out into the circumstances which brought about the damage. The key to successful recovery of costs is the speed at which the process is undertaken. To that end, all efforts are to be made to determine blame/guilt (if any), cost the damage and ensure timely completion of sanction/consequence at the earliest opportunity.

This process will run alongside any standard sanctions which will be put in place by the Head of Year relating to behaviour in the form of detentions, reflection time and or exclusions, and is envisaged to take account of the recovery of costs only.

Process

Upon discovery of damage

Where a staff member discovers damage to school property, they should immediately report to the site team using the site team email address Siteteam@spires.anthemtrust.uk. This will enable the site team to address any immediate issues and ensure the safety of staff and students on site before submitting the electronic form detailed below as Appendix A. Upon submitting, this form will arrive with the relevant Head of Year via email and therefore notify them to address the issue immediately, review CCTV where appropriate, and commence their investigation.

Investigation

An investigation is to be carried out by the relevant Head of Year in consultation with other staff as appropriate. The findings of this investigation will determine whether or not blame can be attributed and, if so, at what proportion. The findings are to be entered into the electronic form for Culpable Damage. If there is no blame attributed the form is to be annotated to this effect and closed.

Costing and Repair of Damage

Concurrent with addressing the initial damage repair and making safe as detailed above, the Facilities Manager to provide a repair/replacement cost for the damage. The Facilities Manager is to cost the repair or replacement (to include all components and labour required) of the damaged item(s) and is then to arrange for its repair or replacement at the normal priority dictated by school repairs and maintenance procedures. Once calculated, the cost of the repair is to be passed to the relevant Head of Year, using the appropriate boxes on the electronic form.



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Methods of Payment

Once blame has been determined and attributed the responsible parties are to be offered the opportunity to pay for the damage by the Head of Year. This can be by way of monetary payment, 'work-based' payment or a mixture of the two. The agreed method of payment is to be entered into the form by the Head of Year. Head of Year will also contact the parents/carers of the individual to update them regarding the incident and the chosen route of repayment.

Monetary Payment

Should the responsible parties opt for full or partial monetary payment the Head of Year should provide details to the Finance Officer (Transactions) in order that the payment item is added to ParentPay. The Finance officer will then advise if payment is not forthcoming within a week in order that the Head of Year can address with parents/carers. If payment is not received within two weeks, the Head of Year will notify the site team of the change of repayment schedule and "work based" payment will be required.

'Work-Based' Payment

Work can be any tasks which could reasonably and safely be carried out by students and will normally be performed during school break periods (whilst allowing a period for lunch) or after school. Works will be supervised by a member of the site team and will most likely involve cleaning, sanding, portering and litter picking throughout site, supporting to improve the school environment.

To calculate 'work-based' payment one hour's work will pay for £10.00 of damage. For example, £30 of damage would require 3 hours of work before the cost is met. When calculating 'work-based' payment costs are to be rounded up and down to the nearest factor of £10 as appropriate.

Monitoring of 'Work-Based' Payments

Once it has been determined that 'work-based' payments are to apply, the Head of Year is to complete the relevant sections of the form and the Facilities Manager will monitor the work undertaken by the student(s). The date(s) and time(s) when the responsible parties will work, will be agreed between the Head of Year, the responsible parties and the Facilities Manager in advance.

Once the "work based" hours have been completed, the Facilities Manager will update the form accordingly and the matter will be considered closed.