



## CARE OF COLLEGE PROPERTY

### Rationale

St Patrick's College is a Catholic educational community founded upon the charism of Blessed Edmund Rice. The College promotes a sense of community through encouraging a variety of stakeholders to have an active involvement in the curricular and co-curricular programmes of the College, in particular through the use of the College's excellent education facilities and equipment. The College expects the respectful use of its property and equipment.

### Scriptural Context

'The Lord God took the man and settled him in the Garden of Eden to cultivate and take care of it'. Genesis 2:15

### Policy

Any persons who through their actions wilfully damage College property will be held accountable for the damage caused by their actions.

### Guidelines

All damage to College property must be reported as soon as practical to the Deputy Headmaster or his delegated officer. Such report is to include as much information as is reasonable which includes how the damage was caused, who was responsible for the damage and when the damage occurred.

Upon the report of the damage being received the Deputy Headmaster shall:

1. Inform relevant staff by providing a copy of the report. Such staff may include the year level coordinator, property manager or any other staff member the Deputy Headmaster considers appropriate.
2. Make further enquiries as to the cause of damage and invite any student or college employee who may have been involved or witnessed the damage being caused to provide written or verbal statements of the incident.
3. Upon obtaining this information the Deputy Headmaster shall then have the power to take appropriate action in respect to the damage which may include:
  - a. Contacting the parents of any responsible student involved,
  - b. Requiring payment or compensation for the damage from the responsible student and or the parents/guardians of the student,

- Such demand for payment can be included on the College statement to the family of their account for tuition fees and other charges,
- c. Reporting the matter to the Headmaster with a recommendation of what penalty the student may face, and
  - d. Reporting the matter to the police.

If a student has been found to have caused serious damage to the College property or is in breach of this policy on more than one occasion then his actions may result in, but not necessarily be limited to; attendance at a prescribed detention, community service, and/or counselling programme; suspension or expulsion from the College; and the student may be required to give a written undertaking that he will avoid any similar breach of the policy.

Visitors to the College will also be held accountable for intentional damage to College property wherever possible. Such damage will be reported to the Deputy Headmaster who will in consultation with the Headmaster determine if the matter should be referred to the police or a direct approach made to the offender to seek reimbursement for costs associated with repair to College property.

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**Status of Policy:** Ratified by the College Board May 14, 2009

**Sources:**

**Review:** 2014