

## Theft Response Process at Event

Young person comes to tell you they think their property has been stolen

Help them look for it in case it is lost.  
Ask for as many facts as possible about the item:  
» description of the item  
» where it was last seen or used  
» what time they left the item un-attended  
» if relevant, who else is rooming with them.

Item found?

YES

NO

If an individual is suspected of taking the item, refer to the 'Process for Dealing with Suspect' chart.

### Process for Dealing with Suspect

With all the facts in hand, take the victim with you to report the possible theft to the event leader and the fact that an individual is suspected, along with the evidence.

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### SPEAK TO THE SUSPECT

**If there are eyewitness accounts or strong evidence against an individual**, inform the victim that their leader and the event leader will talk to the suspect in due course and will get back to them in private to discuss the outcome of that meeting. Both leaders are to speak to the suspect in private to give the individual an opportunity to refute the accusations or admit what they have done.

**MAKE AN ANNOUNCEMENT**  
**If there is NOT enough evidence to identify an individual** then the event leader will make an announcement at an appropriate time, advising that something has been taken, highlighting the values of expected conduct at the event, and asking for the item to be returned promptly, suggesting they do so to a secure private location.

**It is important not to use accusing words. Stay calm and inform them of the evidence against them and give them an opportunity to explain.**  
If they do not make an admission, remind them of the evidence and advise them that the matter may be reported to: parents, the corps officer/centre manager or the police as necessary.

If no one returns the item then make a further announcement asking if anyone has any more information. Ask for this information to be given privately so that the informant has anonymity.

If the suspect admits wrongdoing, further action is at the discretion of the event leader, with consultation with the corps officer/centre manager if required. This may include, depending on the nature of the theft;  
» Calling the police  
» Contacting the corps officer/centre manager  
» Having parents collect the young person from the event  
» Resolving the matter at the event.

At any point it may be helpful to seek advice from the corps officer/centre manager. An incident report needs to be given to them after the event.