

Reporting Thefts from the Collection Procedure

UNRESTRICTED

This procedure was approved by the Trustees on 6 October 2023

1. Introduction

This procedure is provided to support individuals who have reasonable grounds to believe that actual or suspected theft of objects from the BM collection, as well as objects on loan to or on deposit at the Museum has taken place.

It is designed to ensure that a robust and consistent approach is taken by the Museum.

2. Principles

- 2.1. The Trustees take allegations that the Museum may have been the victim of any crime or theft with the utmost seriousness
- 2.2. For the avoidance of doubt, where there is an immediate risk to life, personal safety or public order, urgent consideration should be given to calling police (and this policy should not supersede the exercising of any such judgment).
- 2.3. Where an actual or suspected theft of an object from the collection (including those on loan to or deposit at the Museum) has been reported to the Museum (“**Reported Theft**”), and regardless of whether the report is from an internal or external source, it will be dealt with by the relevant staff members in accordance with this Collection Theft Reporting Policy and the Crime Reporting Procedure.
- 2.4. In addition, the Director will be informed of any Reported Theft on an urgent basis. From that point the Director will have oversight and responsibility for its management.
- 2.5. Following any new notification to the Director of a Reported Theft, the Director will inform the Chair of Trustees. The Chair will inform the full Board.
- 2.6. Any subsequent investigation will always include an independent representative from outside the relevant department. Any appointment of such independent representative will be made on the recommendation of the Director and subject to the Chair’s prior written approval (and may include the Head of Internal Audit as appropriate in the circumstances).
- 2.7. The Head of Internal Audit will be informed following the Director and Chair, and will advise throughout any investigation to ensure independence and adherence to relevant policies and procedures.