

Lost and Found Property Policy

A policy for all parents of Brookfields school

Date of last review:	August 2026	Author:	COO
Date of next review:	September 2027	Owner:	Headteacher
Type of policy:	Applicable to all	Approval:	Executive Team
School:	All	Key Contact Name:	Judith Hunt
Key contact email:	info@create.org.uk	Version:	1.0
Type of Policy	Network-wide ☐ Tailored by school ☒		

Lost and Found Property Policy

We ask that everything your child brings into school is clearly marked with their name, especially all clothing including P.E. kit. Clearly marked items can then be returned promptly to your child if it is mislaid. This also prevents confusion over ownership e.g. with pocket toys.

Any items of clothing which are mislaid can be collected from the lost property bins around school. Please ask at the main office for permission to access the bins after school. Staff will attempt to find missing clothing but are limited in what they can do if property has not been named.

Whilst Create Partnership Trust is unable to accept liability for lost or stolen property, it is the policy of the school to reunite lost property with its original owner where possible.

However, items cannot be securely stored indefinitely and will only be retained for between one and six months, depending on the nature of the item.

How long will lost property be retained?

- Clothing or other low value items – ½ a term
- Books/stationery – ½ a term
- Jewellery/money/other valuable items - 6 calendar months.

How do I reclaim my item?

- Items should be reclaimed from the main office. Office staff will take you to the lost property bins around school to help you locate lost items
- Anyone reclaiming property will be asked for information about the item.
- When you reclaim an item, you will need to sign a declaration to show you have received it.

What happens to unclaimed items?

Where it is not possible to return an item to its original owner within the relevant property retention period, the item will, where possible, either be disposed of in an environmentally friendly manner or donated to a registered charity or vulnerable families or sold on a termly basis to parents of pupils attending the school.

Storage of Valuables

Valuable items such as jewellery and money will be stored securely in a locked cabinet. The School Office is responsible for the safekeeping of these items until they are reclaimed or disposed of after the retention period.

Accessibility

This policy is available in alternative formats upon request to ensure accessibility for all parents/carers, including those with limited English proficiency or disabilities.

Safeguarding

All lost property handling will be conducted in line with the school's safeguarding and child protection policies.

Data Protection

Any personal information collected as part of the lost property process will be handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. For more information, please refer to our Privacy Notice available on the school website.

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