



LOST PROPERTY POLICY

Policy:	Lost Property Policy
Reviewers:	PASAG/Full Governing Body
Approved by:	Full Governing Body
Date:	14 th July 2020
Review cycle:	2 Years

VERSION CONTROL		
DATE	AUTHOR	CHANGES
March 2020	Sally Spencer	Page 4, 5.1 added 'the' before Student Information Desk. Page 4, 5.2 change of property to item. Page 4, 5.4 update location for storage of items. Page 5, 7.5 added use of posters. Page 5, 8.2 removal of review date as included in footer.

Statement of intent

The purpose of this policy is to provide a framework to ensure that lost property is held safely and returned to its owner wherever possible. The Samworth Church Academy takes no responsibility for items lost on the school premises.

The policy has been written in accordance with Section 2 of the Theft Act 1968.

1. Definitions

1.1. For the purposes of this policy, the following definitions will be employed:

- **Lost property** refers to an item which the owner has lost but wishes to recover.
- **Mislaid property** refers to an item which the owner has inadvertently left in a location and wishes to recover.
- **Found property** refers to an item not belonging to the finder that has either been lost or mislaid by the owner, or can be treated as abandoned property.
- **Non-returnable item** refers to an item that is unidentifiable, unlawful or dangerous.

2. Guiding principles

2.1. Although The Samworth Church Academy cannot take responsibility for items lost or handed in to us, we will endeavour to return items quickly whenever possible.

2.2. Items of personal identification, including credit cards, store cards and passports:

- Will be returned to the identified person as quickly as possible.
- Will be held securely at the Student Information Desk until return is possible.
- Will be treated in accordance with the Samworth Church Academy's Data Protection Policy.

2.3. Unidentifiable items of high value, such as keys, mobile phones, electronic equipment and cash over the value of £100.00, as well as low value items such as small amounts of cash, hats, gloves and umbrellas which cannot be identified-:

- Will be held securely at Student Information until return is possible.
- Will be disposed of or donated to charity if any items are not collected within a 4-week period.

2.4. Some items, such as unlawful or dangerous items including drugs, ammunition or firearms, cannot be returned and will be dealt with by the Learning Managers and a member of the Executive Team and police will be contacted as appropriate.

3. Liability

3.1. Pupils and their parents/carers are responsible for their personal property and possessions whilst on school premises or engaged in school activities such as trips and sports events. The Samworth Church Academy cannot accept liability for loss or damage to personal property.

4. High value items

- 4.1. We strongly discourage pupils from bringing high value items, such as large amounts of money, mobile phones, tablets and jewellery, onto school premises.
- 4.2. If high value property is brought into school, it is the owner's responsibility to ensure that the property is kept safe and secure. Lockers are available for use and should be utilised to minimise risk.
- 4.3. During PE or Performing Arts lessons, valuables should be handed to the teacher for storage in a safe location.
- 4.4. If large amounts of money must be brought onto school property, for example to pay for a school trip, the parent/carer or pupil should ensure that it is handed to the Student Information Desk (SID) or appropriate person as soon as possible for safe keeping. The Academy's on-line payment system (Wisepay) or cheques should be utilised as a safer alternative wherever possible.
- 4.5. Theft is a relatively rare occurrence; however, if a pupil believes property has been stolen, they should report this immediately to their Learning Manager who will investigate the incident and endeavour to recover the property.
- 4.6. An up-to-date written record of incidents involving theft will be kept by the relevant Learning Manager.
- 4.7. Pupils committing theft may be subject to disciplinary action and referred to the Learning Manager pending further investigation.
- 4.8. **The Academy will not accept any responsibility for the recovery or replacement of pupils' personal property in the case of loss, theft or damage.**

5. Lost property

- 5.1. All lost or mislaid property should be reported to **the** Student Information Desk (SID) in the first instance or Reception.
- 5.2. When a claimant comes to Reception, the receptionist should liaise with Student Information and/or check the Lost Property Log to verify if the **property item** has been handed in.
- 5.3. If the item has been handed in, it will be returned to the claimant once their identity has been ascertained and details recorded on the Lost Property Log, unless they are non-returnable items.
- 5.4. The Student Information Desk (SID) shall be responsible for:
 - Ensuring that returnable value items of personal identification or non-returnable items are retained securely and safely in the locked Lost Property room located **behind Reception in the Student Information back-office store room** until claimed/returned to the rightful owner
- 5.5. Cash or items containing cash that are handed in must be placed in a sealed envelope and recorded on the Lost Property Log by Student Information.

6. Found property

- 6.1. All found property must be handed in at Student Information.
- 6.2. All found property must be recorded on the Lost Property Log by the Student Information Administrators.
- 6.3. Property not reclaimed within the time limits of this policy will be disposed of or donated to charity if any items are not collected within a 4-week period.
- 6.4. Handling and recording found property is the responsibility of the Student Information Administrators.
- 6.5. An attempt will be made by the Student Information team to liaise with the owner of returnable items of personal identification and returnable high/low value items.
- 6.6. In the case of cash, unclaimed monies may be donated to a charitable project which will be determined by our students through Student Voice.
- 6.7. For unidentifiable returnable high/low value items where there is an expiry date (e.g. theatre/concert tickets), if not collected these will be donated to the PTFA as a raffle prize or a chosen charitable organisation.
- 6.8. Whenever items are disposed of, the Lost Property Log will be updated accordingly by the SID Administrators and signed off by the Office Manager.

7. Reclaiming property

- 7.1. Claims for lost/mislaid property should be made to Student Information in the first instance.
- 7.2. Items will only be returned to claimants following clear identification of what they have lost before property is released to them.
- 7.3. Once reclaimed items have been handed over to the rightful owner, the SID Administrators will update the central lost property log.
- 7.4. Parents/Carers will be invited periodically at the end of a school day to reclaim any lost property the Academy has accumulated which still remains unclaimed and/or unidentifiable.
- 7.5. Parents/Carers will be notified of any lost property events by text **and posters displayed around the Academy to inform students.**
- 7.6. Any lost property that has been put out and unclaimed after the event will be disposed of in a suitable manner to charitable collections.

8. Monitoring and review

- 8.1. This policy will be reviewed by the Office Manager every two years.
- 8.2. ~~The next review date is March 2022.~~