



LOST PROPERTY PROCEDURE

Policy:	Lost Property Procedure
Reviewers:	Executive Group
Approved by:	Executive Group
Date:	2 nd December 2022
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.
Nov 2022	Sally Spencer	Policy replaced with procedure and pupil replaced with student. School replaced with academy. Academy vision added to start of document. 2.3 & 2.4 amended. 4.4 amended to reflect cashless systems. 6.6 & 6.8 amended. 8.1 amended.

Our vision is to create a distinctively Christian and values driven environment that provides the best start to the 70 or more great years our students should enjoy when they leave our school. Our students should have the opportunity to live life in all its fullness and be good citizens wherever they may be.

Statement of intent

The purpose of this procedure 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 academy premises.

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

1. Definitions

1.1 For the purposes of this document, 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 after a 4-week period.

2.4 Some items, such as unlawful, restricted or dangerous items including drugs and e-cigarettes, cannot be returned or will only be returned to an appropriate adult 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 Students and their parents/carers are responsible for their personal property and possessions whilst on academy premises or engaged in academy 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 students from bringing high value items, such as large amounts of money, mobile phones, tablets and jewellery, onto academy premises.

4.2 If high value property is brought into the academy, 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 The academy operates a cashless system. Therefore, the academy's on-line payment system should be utilised for payment of visits/trips and other items, such as equipment or to top up lunch cards.

4.5 Theft is a relatively rare occurrence; however, if a student 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 Students committing theft will 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 students' 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 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 in the Student Information storeroom 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 procedure 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 rare case of cash being found, 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 Executive Support staff member.

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 the academy 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 procedure will be reviewed by the Executive Support staff member every two years.