

SOUTH DARLEY C.E.
PRIMARY SCHOOL



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SOUTH DARLEY C of E PRIMARY SCHOOL

LOST PROPERTY AND LIABILITY POLICY

Person/Committee responsible for reviewing/updating this plan	HEADTEACHER
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Person/Committee responsible for reviewing/updating this plan	Headteacher
Policy Number	260
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Date of Review	Governors Meeting Reference Number	Approved by name	Comments
18.01.17	FGB31012017.6.1	Headteacher	
08.03.21	VBRSC08032021.15.3	Headteacher	

South Darley CE Primary School Lost Property and Liability Policy

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 School 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.

Definitions

For the purpose 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
- Abandoned property refers to an item that the owner has seemingly abandoned and thereby may be deemed to have relinquished ownership of
- Non-returnable items refers to an item that is unidentifiable, unlawful or dangerous

Guiding Principles

Although the school cannot take responsibility for items lost or handed in to us, we will endeavor to return items quickly whenever possible.

Parents are asked to ensure that all items including clothing that are brought into school by the pupils is clearly marked with their child's name.

Items that are identified with a name will be returned to the identified person as quickly as possible. These items will be held securely until return is possible and in the case of the item containing personal information, they will be treated in accordance with the Data Protection Policy. If the items are of a personal nature (e.g. bank cards, passports etc) then if the school is unable to return them within 7 working days, the items will be handed to the Police at the first available opportunity.

Unidentifiable items will be held securely until return is possible. If return is not possible, the items will be disposed of or donated to charity if not collected by the end of each half term.

Some items, such as unlawful or dangerous items cannot be returned and will be handed to the police immediately.

Liability

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 or sports events. South Darley CE Primary School cannot accept liability for loss or damage to personal property.

High Value Items

Pupils are strongly discouraged from bringing high value items onto school premises. If high value property is brought into school, teachers reserve the right to confiscate the items immediately and return them at the end of the school day. High value items remain the owner's responsibility whilst on school premises.

Parents should ensure that where items of high value are brought into school, they are marked with the child's name and postcode in UV ink which will assist school staff in the event of any dispute over ownership of such an item.

If large amounts of money are brought onto school premises, for example to pay for a school trip or school dinners, the parent/carer should ensure that it is handed in to the School Business Assistant at the earliest opportunity. If the School Business Assistant is not available then please ensure that money or envelopes containing money are not left on the office desk. Please ensure that money is placed in the school post box at the entrance to the school office. All envelopes containing money should be clearly marked with the pupil's name and the item the payment is for. The school cannot accept liability for monies lost when left on the office desk. Where possible, invoices should be paid by cheque as a safer alternative to cash.

Theft has not been an issue at South Darley CE Primary School, however, if a pupil believes that property has been stolen, they should report this immediately to a member of staff, who will investigate the incident and endeavor to recover the item. Any incident of theft will lead to disciplinary action and where necessary, referred to the Police.

South Darley CE Primary School will not accept any responsibility for the recovery or replacement of pupil's personal property in the case of loss, theft or damage.

Lost Property

All lost or mislaid property should be handed in to the school office to be placed in the lost property box. The lost property box can be inspected at any time during the school day by asking a member of school staff.

Any items of high value which are deemed as lost or mislaid property will be stored securely by the School Business Administrator. If a person has lost an item of high value they should ask the School Business Administrator with full details/description of the item of high value.

The School Business Assistant will make every attempt to identify the owners of lost property and will return identified items at the earliest opportunity. At the end of each half term, the lost property box will be made available to all parents for inspection and identification of property. Property not reclaimed after the end of each half term will be treated as abandoned property and disposed of accordingly.

Monitoring and review of this policy

This policy will be reviewed as part of the four yearly policy review cycle.