

Lost Property

Part II section B 8

Procedure.

- * A lost property container will be held at the Centre.
- * Staff will regularly sort and distribute any school uniforms, lunch containers or other items.
- * Should staff be unable to locate the owner of any lost property, that particular item will be placed in the appropriate schools lost property box for collection.
- * If the owner of any socks, hair ties, hankies or underwear cannot be found promptly, for hygienic reasons these items will be disposed of immediately into the rubbish bin.
- * During Vacation Care staff will sort and distribute any lost property each day.
- * Should the owner of any particular items not be found by the last day of Vacation Care, these items will be donated to a local charity the following business day.

Reviewed and updated by committee on 31st march 2010