

Policy Statement

- We aim to encourage children to take care of their personal property by placing their belongings in their bag; in the event that personal items are left behind we will, to the best of our ability, try to ensure it is returned to its rightful owner.

Considerations

- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time Our Place

Procedures

- A lost property container/area will be designated at each service.
- Parents and families will be encouraged to ensure that all their child's possessions are clearly marked with their child's name.
- Staff will regularly sort and distribute lost property that is left behind at the service.
- Should staff be unable to locate the owner of any school uniforms, that particular item will be placed in the appropriate school's lost property container/area.
- Clothing and items other than uniforms that are left behind will be returned to its rightful owners as soon as appropriate. If the items do not have names in them then they will be displayed at the service for a reasonable amount of time so that the owners can collect their belongings.
- 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, displaying items that have no name on the table near the sign in desk for parents to collect.
- Any lost property that is not collect at the end of vacation care, staff will take a photo of the lost property and post it onto our parent Facebook page informing parents that this is the lost property and to collect it from the service as soon as possible.
- Should the owner of any items not be found within a reasonable amount of time, these items will be donated to a local charity.

Checklist for Staff

- ☑ Staff should regularly sort and try to find the owner of any lost property promptly.
- ☑ Any lost property that cannot be returned to its rightful owner should be donated to a local charity.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 28th April 2017

Management Committee Policy is to be reviewed by the 28th April 2021