



**Meole Brace School**

**Achievement • Respect • Community**

# Lost Property Policy

Senior member of staff responsible: Mr R Carlyle Director of Finance & Operations

Governor Committee: Premises, Security & Health and Safety

Revised: February 2017

Approved by Committee: PSH & S

Next Review Date: February 2019

## **Purpose**

The purpose of this document is to specify school policy in dealing with lost property. It includes a single point of reporting and clear guidance about what should happen at the end of the holding period.

## **Scope**

Parents, students, contractors and visitors to the school should be made aware of this policy. Meole Brace school is defined as building managed or owned including main block, west block, design and technology block and Roman Road sports centre.

## **Policy statements**

### **Central point of reporting**

All lost property found on the school site should be handed in to the First Aid office as soon as it is found. The lost property will be recorded, where a pupil believes they have lost an item of property on the school site, they should report it to the First Aid room as soon as possible.

### **Records of lost/found property**

A copy of the lost property form will be available from the First Aid room. If an item of lost property is perishable or becomes objectionable it will be disposed of as soon as possible. Where the item is school owned or managed resource e.g. Library book or other such electrical equipment, it will be returned to the relevant owning department. All other items of lost property will be stored securely for a maximum of a term. During this time all reasonable efforts will be made to identify and contact the rightful owner.

### **Re-Instatement of property to owner**

It is the responsibility of the person who has lost an item to report its loss and to make reasonable efforts to collect it from First Aid room.

The owner must be able to evidence their ownership through proof of identity, sufficient description of the item, or description of where it was lost to the satisfaction of the first aid staff.

Where ownership is disputed, or is in doubt, the matter will be referred to the head teacher to reach a decision.

### **Disposal of property following the term it was recorded as lost**

Where lost property has not been claimed by the owner;

- All items of resale value will be passed to the PTA to sell for fundraising. All IT equipment that may contain personal data e.g. Laptop, tablet, phone etc will be deleted.
- Portable USB sticks will be destroyed beyond the ability to recognise and recover the data.

- Items that are not of resale value or cannot be sufficiently cleansed of data will be destroyed.

No member of staff, pupil or other individual is to receive a benefit or gain from any item of lost property that has not been claimed by the owner. There is no financial or other benefit to the 'finder' if the lost property. All lost property will be disposed of in a transparent way in order to maintain confidence in the integrity of members of Meole Brace School and to avoid any embarrassment or allegations.

#### **Retention nor records about lost property**

Information relating to lost property records, including notes of return to owners, PTA or destruction will be retained for 12 months. After this date, it will be disposed of securely. The Director of Finance and Operations will carry out a yearly inspection of lost property forms and the lost property store to ensure correct operating procedures.

#### **Guidance to staff and pupils**

Staff and students are advised to mark all items of property with their name and/or home postcode.