

## Lost property policy

### 1. Introduction

The following policy and procedures have been designed to manage and handle lost property. The policy applies to all students, staff and visitors.

#### 1.1 Definition

Lost property means any unattended, misplaced or forgotten item which is the property of a person/persons, and which is found within the boundaries of Culford School by another and subsequently handed to Culford Sports Centre staff, pending the identification of the original owner or appropriate disposal.

#### 1.2 Risk

At no point can the Culford Sports Centre be held responsible for any items deemed to be lost property. No items should be left in the Sports and Tennis Centre and any that are left are done so at the owner's risk.

### 2. Policy statement

Culford Sports Centre staff will endeavour to return property of high value or official hard copy documents containing personal data. If it is not possible to do this within the nominated time period, items will be donated to local registered charities i.e. East Anglian Children's Hospice, or if not suitable for donation, items will be destroyed. Handling of lost property is not seen as a core Culford Sports and Tennis Centre service and therefore the staff time available to handle lost property is limited.

#### 2.1 Lost property procedure

Property lacking or with limited owner identification, will be disposed of in different ways according to the assessed value of the item(s).

Assessments of value or risk of personal data loss are outlined below:

High Value Items	Personal data – High Risk	Low Value Items	Other
Jewellery (eg. Gold,silver)	Passport	Items of clothing, spectacles, shoes, fashion jewellery	USB sticks - due to the risk of viruses, these will be treated as low value items
Purses/wallets containing cash	Credit/debit cards	Flasks/Water bottles Food shopping	
Mobile Phones	Driving Licence	Food containers	
Camera		Books/ electrical chargers / cables	
Laptop		Folders/Paperwork	
Electrical Items of Value e.g. MP3 players	Keys – returned to owner, if they can be identified	Sports items	Portable electrical items not approved by official PAT testing

### **2.1.1 High value items**

High value items will be individually numbered in separate envelopes, then added to the Culford Sports Centre Lost Property Book. Details for high value items will include:

- a) Description of the item found
- b) Number
- c) Location where the property was found, if known

When searching for identifying information e.g. in a purse, wallet, handbag when possible this will be done in the presence of two members of staff.

### **2.1.2. Items containing personal data**

Items containing personal data will be logged in the Lost Property Book and where possible the owner will be identified.

### **2.1.3 Low Value & Other items**

Other items will not be logged. This is due to the sheer volume of such items left in the Culford Sports Centre staff e.g. diaries, clothes, papers, water bottles. These items will be available in the lost property containers for 4 weeks and then (with the exception of any Culford Uniform or Sports kit) disposed of.

### **2.1.4. Food and drink**

Food and drink will be disposed of immediately using the relevant rubbish bins.

### **2.1.5. Culford uniform, sports kit and named pupil property**

All Culford pupil lost property that is named, Culford uniform and Culford sports kit will be sorted into Senior Houses or Prep School by Culford Sports Centre staff and returned to the respective houses weekly.

## **2.2. Finding lost property**

Any Culford Sports Centre customers finding lost property should hand it to the Receptionist or Duty Manager.

## **2.3 Claiming lost property and owner identification**

Culford Sports Centre staff will attempt to contact the owners of any official or valuable item found where ownership can be easily identified. Once contact has been made, the item however will follow the normal path of lost property, as above, unless a date to collect has been agreed. Please note that the item will be returned in the condition that it is received in, and it is the duty of the owner of the property to arrange collection.

Any person reclaiming property of high value or containing personal data, as defined in the Assessment of Value or Risk Table, will be asked for detailed information about the item. Visitors must have photographic personal identification when claiming items. When an owner reclaims an item and staff are satisfied of the owner's claim, the property will be handed over once the Lost Property Book has been signed to confirm that they have received it.

## **2.4 Disposal of unclaimed items**

Lost property high value items and cash will be retained for 1 month. The high value items will be donated to local charities and all cash will be donated to local registered charities as noted in point 2.

All low value unclaimed items, including unnamed books will be taken to local charity shops at the end of two weeks, with the exception of any Culford Uniform or Sports kit. Electrical chargers/cables will be disposed of at the end of two weeks.

**Disposal periods**

Food and drink, or anything liquid or perishable, will be properly discarded immediately in the appropriate bin due to hygiene risks posed.

Articles of clothing, (with the exception of any Culford Uniform or Sports kit) umbrellas, and sports items with little apparent value will be added to the Lost Property container. The containers will be emptied every two weeks during term time.

Papers, notebooks, etc., will be placed in the lost property containers; they will be emptied every two weeks.

High value items unclaimed after 3 months will be donated to local registered charities as noted in point 2.

Items holding personal data. If they remain unclaimed after 1 month they will be disposed of. For credit/debit cards they will be cut up in the presence of another staff member. Passports will be forwarded securely to Bury St Edmunds Police.

Where it is not possible to return an item to its original owner within the nominated period, it will be disposed of in an environmentally friendly manner. This includes donations to local registered charities; East Anglian Children's Hospice will be the beneficiaries. Any lost property containing personal data that has not been claimed within the specified time period will be destroyed.

Unnamed Culford Uniform/Sports Kit will be disposed of at the end of each term by if possible donating to the nearly new shop or Malawi charity.