

WHITLEY LODGE UNDER FIVES

LOST PROPERTY POLICY

Statement of intent

We make every effort to restore lost property to the owner.

Reference: Epidemic and Pandemic Policy (Covid-19), Safe Operating Procedure, Covid-19 Parental Agreement, Covid-19 Risk Assessment

Aim

Our aim is to avoid loss of property and where possible to restore lost property to the owner.

Method

- All clothes, including coats and shoes should be named. Often children will have identical items of clothing or shoes and without names this can lead to confusion. If you find your child has brought home an item of clothing which is not theirs please inform a member of staff and return the item the next time you are in pre-school so that an exchange can be made.
- When children bring toys or other belongings into pre-school, if these cannot be named, parents should ensure they are placed in the "home box" ready for collection at the end of the session.
- We do not welcome guns or aggressive toys into pre-school.
- Although a child may need a comforter when settling into pre-school it is a good idea not to bring anything too precious with them in case of loss. In general we do not encourage children to bring toys from home other than comforters.
- Lost property which is named will be returned to the owner.
- Lost property which is not named will be put into the labelled lost property box. Attention is drawn to this box periodically. It is parents' responsibility to check the lost property box. The box is put out at the end of each term and any unclaimed property is disposed of.
- If items of value are found, details are recorded in the diary, a notice is put on the door and a letter sent out. If this does not result in the owner being found, the item will be taken to the police station.
- Sometimes children will carry small toys or pieces of pre-school equipment around in their pockets. Any such items which arrive home should be returned to pre-school. We will welcome their return and not draw any adverse attention to the child as we understand how easily this happens.
- When a child is changed in pre-school, using pre-school clothes, we ask parents to wash and return the clothing so that we can maintain our supply of spare clothing.

This policy was read and understood by all staff.

Carol Shields.....
Lucy Brown.....
Helen Graham-Potts.....
Jayne Pronk.....
Amy Kennedy.....

Staff meeting date.....2/9/21.....

To be revised September 2022

