

### **Lost Property Policy and Procedure**

The losing and finding of property is a daily occurrence in any Nursery. In our caring environment it is expected that respect for each other's property should underpin all actions with regard to lost property.

Monty's Daycare does not accept responsibility for lost items.

#### **Procedures**

- Parents/carers are expected to only supply essential items to remain in their bags at Monty's.
- Expensive personal items including toys should be left at home or in their bags until home time.
- Personal property should be marked with the owner's name.

Staff are to ensure when children are changed that their clothing is bagged up and placed back in their bag immediately to avoid any items being misplaced.

Room Leaders will display a Missing poster if parents/carers cannot find an item they are missing in case it has accidentally been taken home by another child or parent/carer. We would like to remind all parents/cares to be careful with the items they take home and to ensure they belong to their child.

Lost property will be kept in an allocated box for 1 week in the Nursery rooms. After 1 week of the lost property not being claimed it will be logged on the lost property Sheet and stored in our "spare clothes" cupboard.

If after one month of any unclaimed lost property, it will be used as Monty's spare clothes for the children.

*This policy was adopted on the 8<sup>th</sup> September 2014. Emma Taylor (Nursery Manager) and Kerry Allen (Deputy Manager) were present.  
(Policy and procedure to be revised during the month of August 2015)*