



# LIABILITY & LOST PROPERTY POLICY

## Aim

The aim of this policy is to clarify Boyne Hill CE Infant & Nursery School's position regarding the care of personal items whilst on school premises or engaged in school activities. It also outlines the procedures to follow if personal items are lost.

## Lost Property

To minimise the possibility of property being lost, all parents, carers and pupils are asked to make sure that all items of clothing, book bags, PE and swimming bags and related items are suitably labelled with the child's full name so that lost property can be returned to its owner as soon as possible.

Parents, carers and pupils are also asked to make sure that each child's personal property and any other school property that has been issued to them, is kept safely on their coat pegs, within their book bags or personal classroom drawers (Foundation 2 & Key Stage 1).

If a child removes any items of clothing during the day, they are responsible for keeping it safe or remembering where they left it. Any items that are lost should be searched for as soon as they are found to be missing. Delays can make it more difficult to locate items. In the first instance, the child who has lost an item should inform a member of staff and they will be supported to retrace their steps.

Cleaning staff will not generally move items of clothing or bags left unattended in classrooms.

Named items that are found within school will be returned to the child or placed on their named coat peg or in their classroom drawer. Unnamed items will be put into the Lost Property box which is situated in the Early Years Foundation Stage (Annexe) entrance or the Main School entrance, with the exception of items of value which will be kept in the school office.

Boyne Hill staff will endeavour to make sure the children do not leave items on location or on the coach when going on school trips or attending activities away from the school site but are not responsible for retrieving items that have been lost or left behind. The school will, if requested, provide contact numbers of coach companies and any locations that were visited or attended. Any lost and unnamed items found on trips and visits will be put in Lost Property as above.

All unnamed lost property is made available outside the main school entrance at the end of each term for collection and thereafter, removed and given to charities.

Although we will always try to reunite any lost property with its owner, the school cannot take responsibility for property belonging to parents, carers, staff or visitors and will not be obliged to search for any lost property. Parents, carers, staff and visitors are responsible for their own personal property and possessions whilst on school premises or engaged in school activities. The school cannot accept liability for loss of or damage to such property and possessions.

## Reading and Library Books

If any books issued to pupils become lost or damaged, parents and carers will be asked to pay £5 towards admin costs and replacing the book. If a lost book is found and returned in good condition, within 2 weeks of payment being received, a refund of £4 will be made.

## **Money, Toys and Valuable Items**

Parents, carers and pupils are asked not to bring valuable items or items of sentimental value into school unless it is absolutely necessary. If pupils have been given permission to bring toys or electronic items to school as part of their curriculum work, these will be kept safe by the class teacher. However, neither the class teacher nor the school can be held liable for these items if they are lost or damaged whilst on school property.

**This policy will be reviewed biennially**

Last reviewed: March 2025