



Lost Property Policy

It any lost property is found, it is logged on the sheet found in the lost property box. Log the date when the item was found, the location and event it was located and a brief description of the item. Each item is given a unique numerical value starting at 0 and then ascending as we receive more items. A tag outlining the item name and date it was recovered is attached to it then placed in the box for 1 month.

We will aim to post images of any lost property on our social media accounts after any event or programme.

Clothing is kept in the office for 1 month and then it is handed to the charity shop after that. Any clothing of non-resaleable condition will be disposed of. Valuable items (wallets, jewellery, watches, gold, silver etc) will be logged and then taken to the police station as soon as possible.

<u>Item No</u>	<u>Description</u>	<u>Date + event retrieved</u>	<u>Staff member who found item</u>	<u>Reclaimed</u>