

INTRODUCTION

BDCS promotes a collaborative approach to protecting personal property with staff, children and family working together to ensure only necessary items are brought into a Service and care is taken with these items. We support children to take responsibility for the care and storage of their personal items. However, BDCS does not take responsibility for personal items which are lost, stolen or damaged.

OVERALL GOALS – What are we going to do?

BDCS will seek to minimise the distress and expense associated with personal property loss. It provides a proactive, supportive and collaborative approach to the storage, protection and locating of personal property.

OVERALL STRATEGIES – How will it be done?

- Each child is allocated a special area to store their belongings. This is clearly marked with the child's name. Belongings are placed in this area on arrival at the centre. Belongings will be collected and taken home at the close of each day's session.
 - Each child will be actively encouraged, when developmentally appropriate, to collect and return their property to this area whenever needed, across the day.
 - If the child is attending a session/excursion away from a Centre the Director will provide suitable containers to organise and keep safe the child's personal property.
 - Parent/carers are asked to label all their child's belongings. Care needs to be taken to ensure labels are both durable and clear.
 - BDCS request that children do not bring expensive toys/games to the Service as staff will not be held responsible for lost property. Staff will make every effort to locate lost items, together with the child and their family.
 - If staff notice any expensive or inappropriate items, including money, being brought to a Service, there will be a phone call/face to face conversation to alert parent/carer as to what is being taken to the Centre.
 - Lost property that is left at the Centre, if labelled, will be returned to the appropriate child or parent/carer. Any unclaimed and unnamed lost property is kept in the lost property container. Parent/carers are asked to regularly look through the lost property container to check for missing items.
 - Twice a year parents/carer will be notified that any lost property will be disposed of by donating to a local charity.
- Links to National Quality Standard: 5.2.2, 7.1.1 Education and Care Services National Regulations 2011

Policy Revision History

<i>Date</i>	<i>Authorised By</i>	<i>Description of Amendments</i>	<i>Sections affected</i>
Jan 2021	P. Ritchie – GM		

- **Review Date: Jan 2022**