



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY

POLICY NAME: LOST PROPERTY

POLICY STATEMENT

Our service promotes a collaborative approach to protecting personal property with staff, children and families 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, we do not take responsibility for personal items which are lost, stolen or damaged.

BACKGROUND

We recognise that it can be distressing for children to misplace their personal items whilst our service and we seek to minimise the distress and expense associated with any loss by providing a proactive, supportive and collaborative approach to the storage, protection and locating of personal property.

OVERALL STRATEGIES / HOW WILL IT BE DONE?

We request that children only bring items to the service that are essential (spare clothing, water bottle etc.), however we recognise that children sometimes choose to bring other items including toys. Toys brought from home can cause conflict between children at the service. Children often want to share or show other children or educators their special items from home, however, they may be inadvertently broken or lost. To save the upset and heartache, parents are requested to encourage children to leave their toys at home, unless they are essential to a child's emotional wellbeing and/or sense of belonging (security items – see Clothing and Comfort Policy). We have numerous stimulating and challenging toys and resources catering to children's interests that are available to play with each day.

HANDLING LOST PROPERTY

- Any items which are found and labelled with the child's name will be returned to the relevant child/family that day (if the child is at the service, otherwise this will occur when the child is next at the service).
- Any items which are found and not labelled with a name will be placed in the Lost Property container which is located at the entrance of each service to allow families easy access to check through the container.
- At the end of Term 2 and end of Term 4, any unclaimed lost property will either be disposed of by donating to a local charity or moved to the spare clothes box, to be used within the service.

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER/NOMINATED SUPERVISORS WILL:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure educators (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the Lost Property Policy, their responsibilities in implementing it, and any changes that are made over time.
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Ensure each child is allocated a bag 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 on departure.

EDUCATORS WILL:

- Encourage children, when developmentally appropriate, to collect and return their property to their bag area throughout the day.
- Make every effort to locate any lost items.
- Return any lost property that is left at the service to the appropriate child/family, if labelled with the child's name.
- Ensure any unnamed lost property is kept in the lost property container and encourage families to regularly look through the lost property container to check for missing items, especially if they know that their child has lost something while at the service.
- Alert parents/guardians if they notice their child bringing inappropriate items into the service, for example, money

FAMILIES WILL:

- Label their child's name on all of their belongings (clothes, shoes, bag etc.). Care needs to be taken to ensure labels are both durable and clear.

CONTINUOUS IMPROVEMENT/REFLECTION



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Our Lost Property Policy will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance, and culture
Standard 2	Children participate in decisions affecting them and are taken seriously
Standard 3	Families and communities are informed and involved
Standard 5	People working with children are suitable and supported
Standard 10	Policies and procedures document how the organisation is child safe.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN

5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships, which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

155	Interactions with children
156	Interactions in groups
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available

STATUTORY LEGISLATION & CONSIDERATIONS

[Education and Care Services National Law Act 2010 \(Amended 2023\)](#)

[Education and Care Services National Regulations \(Amended 2023\)](#)

SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.
 Australian Children's Education & Care Quality Authority (ACECQA). (2014).
 Australian Children's Education & Care Quality Authority (ACECQA). (2023). [Guide to the National Quality Framework](#).
 Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022](#).
 Early Childhood Australia Code of Ethics. (2016).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2023).
 Revised National Quality Standard. (Amended 2023).

RELATED POLICIES

- Clothing and Comfort Policy
- Enrolment and Orientation Policy
- Family Participation and Communication Policy

RELATED DOCUMENTS



BOURKE AND DISTRICT CHILDREN'S SERVICES

POLICY AUTHORISED BY	Prue Ritchie		June 2024
NEXT REVIEW DATE	June 2025		
MODIFICATIONS	<ul style="list-style-type: none"> • New policy format • Child Safe Standards added • Regulation amendments incorporated 		
PREVIOUS REVIEW			
POLICY AUTHORISED BY	Prue Ritchie	DATE	January 2021