



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY

POLICY NAME: LOST PROPERTY

POLICY STATEMENT

Our organisation 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 at 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, families 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. If toys are brought into the service, a designated collection box will be available at the entrance for storage during the day. It is the responsibility of parents/carers to collect any items from the box at pick-up time

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 all staff (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 which is clearly marked with the child's name.

STAFF MEMBERS WILL:

- Encourage children 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.
- Alert parents/guardians if they notice their child bringing inappropriate items into the service, for example, money

FAMILIES WILL:

- Ensure all clothing and belongings are clearly labelled with the child's name (not just initials) and understand that staff may label children's clothing and belongings if it has not already been labelled.
- Ensure their child takes all necessary items home with them at the end of each day.
- Encourage children to leave toys at home. If toys are brought into the service, parents/carers must ensure they are placed in the designated collection box and taken home at pick-up time.



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CONTINUOUS IMPROVEMENT/REFLECTION

Our Lost Property Policy will be reviewed annually, or earlier if there are changes to legislation, ACECQA guidance, or any incidents related to the policy. This review will be conducted in consultation with children, families, and staff.

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). (2025).
 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 2025). [Guide to the National Quality Framework](#).
 Revised National Quality Standard. (Amended 2025).

RELATED POLICIES

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

RELATED DOCUMENTS



BOURKE AND DISTRICT CHILDREN'S SERVICES

POLICY REVIEWED	NEXT REVIEW DATE	POLICY REVIEWED BY
OCTOBER 2025	OCTOBER 2026	Charlotte Parnaby
MODIFICATIONS	<ul style="list-style-type: none"> • Update to toys bought in from home • Annual policy maintenance • Updated legislation and other links where necessary 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	POLICY REVIEWED BY
JUNE 2024	<ul style="list-style-type: none"> • New policy format • Child Safe Standards added • Regulation amendments incorporated 	Prue Ritchie
JANUARY 2021		Prue Ritchie