

LOST AND FOUND POLICY

POLICY STATEMENT

The following policy and procedures are intended to ensure that items reported lost or found are properly accounted for and, in the case of items found, returned to their rightful owners. Unclaimed items will be donated to charity or discarded responsibly at the end of every term. This policy also outlines procedures to help prevent property being lost in the first place. The policy applies to all school students, staff, and visitors.

AIM

To clarify the school's position regarding the care of personal items brought to school by students and the procedures to be followed if personal items are lost or found.

PURPOSE

The purpose of this policy is to provide clear procedures for handling lost and found items.

In this policy, 'lost property' means any unattended, abandoned, misplaced, or forgotten item which is found within or inside the premises or boundaries of the school.

ROLES AND RESPONSIBILITIES

Stakeholder	Responsibilities
Reception / Front Office	• Receive, log, and securely store all lost and found items in the designated lost and found cabinet. • Maintain an accurate register of items received and items returned, including dates and signatures. • Display or list found items so that students and parents can check for missing belongings. • Verify the identity of anyone collecting an item before releasing it.
Operations Department	• Receive and securely store any cash, jewellery, or other high-value items found on school premises. • Verify supporting evidence before releasing high-value items to a claimant. • Coordinate handover of unclaimed high-value items to school management or the police, where required. • Coordinate the safe, secure disposal or donation of unclaimed items at the end of each term.

Class Teachers and Staff	• Encourage students to take responsibility for their personal belongings. • Remind students at the start of the year to label personal items clearly. • Direct any found items to Reception promptly rather than retaining them in the classroom. • Support students in checking the lost and found register where appropriate.
Students	• Take reasonable care of their own belongings and school-issued books and equipment. • Report any lost items to their class teacher or Reception as soon as possible. • Hand in any items found on the school premises to a member of staff or Reception.
Parents and Guardians	• Label all personal belongings clearly with their child's name. • Discourage children from bringing large amounts of cash or valuable items to school. • Contact Reception or arrange an appointment to check for missing items where needed. • Report any lost school-issued books or equipment promptly so that replacement arrangements can be made.

KEY POINTS

- Items left unattended on school property are not the responsibility of the school. The school assumes no responsibility whatsoever for the care or protection of such items, including loss through theft, vandalism, or malicious mischief.
- The school can accept no responsibility for loss of or damage to the personal property of students unless the item has been specifically handed to a member of staff who has accepted responsibility for its safekeeping.
- Any school books or equipment issued to a student become their responsibility. If lost, the student or family is responsible for the cost of replacement.
- Students are encouraged to write or print their name on all personal belongings, including jackets, lunch boxes, digital devices, pencil and pen pouches, compass boxes, and water bottles.
- Lost and found items will be handed over to Reception, stored in the lost and found cabinet, and returned to students once they have been identified and notified.
- Students may check for missing items on display. On providing satisfactory evidence to a staff representative, the item can be collected after being logged in the register. Parents may also request to check for missing items by prior appointment.
- Any cash or jewellery found will be submitted to the Operations Department and can be retrieved only on provision of supporting evidence.

LABELLING PERSONAL BELONGINGS

Parents are strongly encouraged to label all school uniform items, including blazers, jumpers, PE kit, and hats, with their child's full name using a permanent marker, iron-on label, or sew-in name tape. Labelling significantly increases the likelihood that lost items are returned promptly and reduces the time staff spend trying to identify ownership. Unlabelled uniform items that remain unclaimed for an extended period will be treated as general lost property and disposed of in line with Section 8 of this policy.

DEVICES

Electronic devices, including mobile phones, tablets, smartwatches, and wireless earphones, are treated with particular care given their value and the personal data they may contain.

- Found electronic devices will be logged separately by Reception and, where possible, kept powered off to preserve battery life and protect any personal data stored on the device.

The school will not attempt

- To access, unlock, or view the contents of any found electronic device.
- Devices will only be released to the verified owner or their parent/guardian, on production of suitable proof of ownership (for example, a matching lock screen, registered IMEI, or purchase receipt).
- Parents are reminded that the school's policy on the use of personal electronic devices during the school day is set out separately in the Cyber Security and Online Safety Policy

IDENTIFICATION DOCUMENTS AND SENSITIVE ITEMS

Found identification documents, including Emirates IDs, passports, driving licences, or visa documents, require particular care due to their sensitive and legally significant nature.

- Any found identification document will be handed to the Operations Department immediately and logged with the date and location it was found.
- The school will attempt to contact the document holder directly using available school records, where the holder is a member of the school community.
- Where the document holder cannot be identified, or is not a member of the school community, the document will be reported to the relevant UAE authority in accordance with standard practice.
- Identification documents will not be handed to any third party other than the verified owner or a parent/guardian acting on behalf of a minor.

DISPOSAL OF UNCLAIMED ITEMS

High-value items and cash will be retained for 48 hours and then passed on to school management or the police. All other items will be kept for 4 weeks.

Unclaimed items will be donated to a local charitable organisation or discarded at the end of every term, either by giving to charity or by other environmentally friendly means. The school strongly discourages students from bringing large amounts of money or personal valuables to school.

REPORTING A LOST ITEM

If your child has lost an item at school, please follow these simple steps:

- Ask your child to check with their class teacher and to look in the classroom lost property box, if one is in use.
- Contact Reception, either by phone, email, or in person, to ask whether the item has been handed in.
- If the item has not yet been found, Reception will log the lost item and notify you if it is later handed in.
- For valuable items, electronic devices, or identification documents, please contact school reception, asking to be connected with the operations department, and provide a clear description of the item.

LOST PROPERTY BELONGING TO STAFF AND VISITORS

Staff and visitors who lose personal items on school premises should report this to Reception in the same way as students and parents. Found items belonging to staff or visitors will be logged and stored in line with the same procedures set out in this policy, including the retention periods described in Section 8.

PREVENTING LOST PROPERTY

The school encourages the following good practice to reduce the likelihood of lost property:

- Label all uniform, equipment, and personal belongings clearly with the student's full name.
- Avoid bringing unnecessary valuables, large sums of cash, or sentimental items to school.
- Use a named pencil case, water bottle, and lunch box, and check that all items are collected at the end of each school day.
- Store personal electronic devices securely during the school day, in line with the Cyber Security and Online Safety Policy.
- The School may opt to use available CCTV footage to ascertain information around Lost Property. This is at the discretion of the school. For safeguarding reasons, parents will not be given access to or shown any school CCTV footage.

POLICY REVIEW

This policy is reviewed annually by the Operations Manager and approved by the Principal. It will be reviewed earlier in the event of a significant incident involving lost or found property, or any material change to KHDA or UAE data protection requirements.

Authorised by: Principal

Review date: August 2027