

BEBINGTON HIGH SPORTS COLLEGE



LOST & FOUND PROPERTY **POLICY**

Agreed/Reviewed by Governors – see reverse

LOST & FOUND PROPERTY POLICY

All items that have been FOUND are to be handed in to the Main Office.

The Office staff will record the details of each item .

The Office Staff will then pass the property on to the caretakers on a DAILY basis.

The caretakers are responsible for the collation and retention of all items of found property.

Any person who has LOST property should check with the caretaker on duty as to whether the item has been found and handed in.