

# Lost and Found Policy



*Al Mawakeb School*

<b>Issue Date</b>	<b>Last Updated</b>	<b>Proposed Review date</b>	<b>Responsibility for Review</b>
20/06/2017	19/01/2019	June 2019	SLT

## **1.0 Primary Values**

Safety, Security, Health, Happiness, Wellbeing, Responsibility, Support.

## **2.0 Rationale**

Al Mawakeb School Al Khawaneej (AMK) believes that every individual should take personal care of their belongings while on school campus. However, the school acknowledges that it is possible for students, staff, or visitors to misplace, forget or leave personal belonging unattended while on school campus. With that in mind, the school shall exert all efforts to ensure that lost and found items are returned to their rightful owner.

## **3.0 Aims and Objectives**

This policy aims to:

- 3.1 Establish appropriate measures to minimize the risk of loss or damage of personal belongings.
- 3.2 Provide a safe and secure environment of care, in line with statutory and regulatory requirements<sup>1</sup>.

## **4.0 Policy Statement**

- 4.1 The school is not liable for any personal item that is misplaced, forgotten, or left unattended by students, staff, or visitors while on school campus.
- 4.2 The school shall designate an area for lost and found items in each section of the school.
- 4.3 All lost items will be held by the school for a specific period of time until claimed by their owner or disposed of.
- 4.4 The claimant must provide a proof of ownership of the claimed item or a reasonable and satisfactory description of the item and where/how it was lost.
- 4.5 The Facilities Office will manage all lost and found activity in coordination with the Head of Section (HoS) and the Principal.
- 4.6 Students, staff, or visitors are asked to turn in any found item to the relevant authority in the school.

## **5.0 Roles and Responsibilities**

### **5.1 Responsibilities of the School**

- a. Encourage students, where applicable, to write their names or tag their personal belonging (books, note-books, laptops, iPads, etc.)

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<sup>1</sup> UAE School Inspection Framework 2015-2016, p. 72-74

- b. Designate a lost and found area within each section of the school
- c. Inform students, staff and visitors of lost and found procedures
- d. Conduct an investigation in case there's a claim of lost or stolen belonging or if there is a suspicion of theft
- e. Hold found items for a period of time until claimed or disposed of

**5.2 Responsibilities of Students**

- a. Ensure their personal belongings contain their names or tagged with a proper identification mark
- b. Ensure they do not leave valuable items or personal belongings unattended or in an unsupervised area

**5.3 Responsibilities of Parents**

- a. Take all necessary precautions to prevent personal belongings' loss
- b. Ensure that their children don't bring unnecessary valuable items to school (e.g. jewelry)
- c. Confirm with their children if contacted by the school regarding a claim of lost or found property

**6.0 Procedures**

**6.1 Lost Items**

- a. Students and teachers shall report any lost item to their respective HoS.
- b. Visitors should report any lost item to the receptionist who immediately informs the Facilities Officer of the loss
- c. The HoS shall send a delegated person with the student to the lost and found designated area to look for the lost item
- d. Once found, the student returns with the item to the HoS who confirms that the item has been found
- e. If there is a suspicion of theft, the HoS shall evaluate the situation to decide on next steps.
- f. Found items shall be returned to the claimant after he/she provides a reasonable and satisfactory description of the item
- g. The HoS may call parents if he/she deems necessary to confirm if a lost or found item belongs to their child
- h. If a guilty party was found relevant sections of the behavior policy shall apply
- i. All investigations shall be conducted in confidentiality

## 6.2 Found Items

- a. Items that are identified or tagged with the owners name are returned to their owner immediately
- b. Unidentified non-valuable items (e.g. books, clothes, shoes, sports and supplies) found in a section during regular school hours shall be handed in to the HoS office who shall send them to the lost and found area.
- c. Non-valuable items shall be held till the end of the academic year after which they will be sent to the facilities office and disposed of in the following manner:
  - i. Books shall either be given to peers for replacement of lost ones, or sent to the library to determine if they can be added to the library resources or disposed of
  - ii. Clothes and supplies deemed to be usable are donated to charity
  - iii. Non-usable clothes and supplies are disposed of.
- d. ICT equipment are sent to the ICT Office
- e. Items found by janitors outside regular school hours shall be sent to the Facilities Office
- f. Money with value less than AED 200 shall be kept in the HoS's office for a period of two weeks, after which it will be donated to charity
- g. Other valuable items (jewelry, signature items, etc.) are kept in the HoS office for two years after which they are sold with proceeds from sale donated to charity

## Definitions

- **Lost item:** refers to any personal item belonging to students, staff, or visitors, which is found on school campus, awaiting to be claimed by their owner, or to be disposed of at a later time.
- **Valuable item:** refers to any personal item whose value is more than Dhs 200.