

## LOST AND FOUND

### Rationale

At SBS Students are encouraged to take responsibility for their own belongings, however items do get left behind from time to time.

### Aims

The aim of this policy and procedures is to ensure that items reported lost or found are properly accounted for and, in the case of items found, returned to their rightful owners, or disposed of by the school.

### Scope

Whole school community

### Policy Statement

The school assumes no responsibility whatsoever for the care and/or protection of any personal belonging left unattended and for loss, under any circumstance, including theft, vandalism, or malicious mischief, of such belonging.

Members of the SBS community whether staff, students, parents, visitors, contractors are required to turn in to Reception any items of value, whether cash, documents, personal possessions, or school assets that they may find unattended anywhere on the premises. Misappropriation of such items may be treated as theft or fraud under the relevant UAE laws.

Items of clothing, water bottles, packed lunch boxes etc which are found are taken to the lost and found boxes near the Primary Reception. Named items are returned immediately to the owner. Unnamed items remain in the boxes until claimed.

The boxes are regularly checked and tidied.

At the end of each term, all items are placed on display to be claimed by the rightful owner.

Items deemed to have no intrinsic or significant resale value, (e.g. books, clothing, and sundry personal possessions) shall be disposed of at the discretion of the Principal.

Items, such as cash or jewelry, shall be kept in a safe until claimed, or until the end of the academic year they were found. Unclaimed Cash money will be donated to charity. Other unclaimed items may be donated at the discretion of the Principal.

Persons losing personal or School property items should report the details to Reception as soon as they become aware of the loss.

The Receptionist will record the details of items reported lost. The lost item will be looked for. Depending on the nature of the item the Facilities Manager and the Security team may be asked to also search. The CCTV cameras may also be viewed.

In the case of a confirmed theft, the Principal/Head of School will also be involved and the relevant school discipline policy will be applied.

### **Roles and Responsibilities**

The school Receptionist supported by support staff are responsible for the care of lost and found items.