



LOST PROPERTY POLICY

Document Review History

Document Ref: POL/LOS

Status: Approved

Version: 1.0

Date of Approval: 06/05/2025

Date of Next Review: June 2028

Version Control:

Version: 1.0

Amended by: Clerk

Details of amendment(s): Document created

LOST PROPERTY POLICY

1. Purpose

This policy sets out the procedures for the handling, tagging, recording, storage, and disposal of lost property found at sites owned or managed by the parish council, to ensure items are dealt with in a consistent, lawful, and respectful manner.

2. Scope

This policy applies to all staff, volunteers, hirers, and users of council sites.

3. Responsibilities

- **Staff**
 - Responsible for receiving, tagging, and securely storing lost property.
 - Maintaining the Lost Property Register.
 - Communicating with members of the public regarding lost and found items.
 - Disposing of unclaimed items in line with the policy.
- **Hirers and Users of sites**
 - Expected to report any found items to staff immediately.
 - Responsible for checking for their own belongings before leaving the premises.
- **Parish Clerk**
 - Oversees compliance with this policy and ensures it is reviewed.

4. Procedure

4.1 Discovery of Lost Property

- Any item found on council sites believed to be lost should be handed to a member of council staff.
- Items should be handled with care, particularly if they are personal (e.g., wallets, phones), potentially hazardous, or perishable.

4.2 Tagging and Identification

- Each item will be labelled with:
 - Date found
 - Description of the item
 - The name of the person who found it (if known)
- Perishable items (e.g., food) will not be retained and will be disposed of immediately in an appropriate manner.

4.3 Recording

- A **Lost Property Register** will be maintained electronically and updated for each item received.
- The register will include:
 - Date found
 - Description of the item
 - Where it was found
 - Person recording the item
 - Date claimed or disposed of

4.4 Storage

- Lost property will be securely stored in a designated area (e.g., a locked cupboard or box) for a maximum period of **4 weeks**.
- Items of value (e.g., electronics, jewellery, wallets) will be stored securely in the Parish Office and may require proof of ownership to be reclaimed.

4.5 Claiming Lost Property

- Members of the public may reclaim lost items by providing a description of the item and confirming approximate date/location of loss.
- Staff may request ID or proof of ownership for high-value items.

5. Unclaimed Items and Disposal

After a 4-week holding period:

- **Valuable items** (e.g., phones, watches) will be handed to the local police if not claimed.
- **Clothing, toys, or general items** may be donated to a local charity shop or reused within the community where appropriate.
- **Personal or hygiene-related items** will be responsibly disposed of.

Disposal actions will be recorded in the Lost Property Register.

6. Data Protection and Confidentiality

If the lost item contains personal data (e.g., ID cards, documents, USB drives), the item will be handled in accordance with the Council's Data Protection Policy and GDPR requirements. Sensitive documents will be securely stored and, if unclaimed, **securely shredded or passed to the relevant authority**.

7. Review

This policy will be reviewed in three years or sooner if required by changes in legislation or operational practice.