



Lost Property Policy



Core Documentation Cover Page

Lost Property Policy

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Jul 2010 School Management Team	To set out the policy regarding lost property found on School premises.	Facilities & Purchasing Manager Head of Clinical Practice	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jul 2011
V2.0	Aug 2014 PRAG Chair	Administrative Amendment to reflect current staff role titles.	Facilities & Purchasing Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Oct 2015
V3.0	Mar 2015 PRAG Chair	Administrative Amendment to reflect current staff role titles.	Facilities & Purchasing Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2017
V4.0	Feb 2017 PRAG Chair	Administrative Amendment to reflect current practice.	Facilities & Purchasing Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Feb 2019
V5.0	Aug 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	Head of Estates	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Feb 2019

Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

Negative equality impact (i.e. increasing inequalities)

X

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

LOST PROPERTY POLICY

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1. INTRODUCTION

- 1.1 The University College of Osteopathy (UCO) recognise that staff, students and patients will occasionally mislay their personal belongings whilst within the main teaching building on Borough High Street and the clinic on Southwark Bridge Road.
- 1.2 Lost property is defined as an item that cannot be readily reunited with its owner.
- 1.3 This document outlines the procedures for handling lost or found items.

2. FINDING AN ITEM OF LOST PROPERTY

- 2.1 Items found within the Borough High Street building should be handed in to the main switchboard on the ground floor. Items found within the Southwark Bridge Road building should be handed in to the reception desk. Items can be handed in at any time.
- 2.2 A record of the item will be made in the Lost Property book detailing the following information:
 - a) Date item is handed in
 - b) Location the item was found
 - c) Description of the item
 - d) Signature of the person handing in the item
 - e) Signature of person accepting the item
- 2.3 One copy of the record will be kept in the book, the other will be attached to the item which will be put in the lost property cupboard at Borough High Street and the lost property drawer at Southwark Bridge Road. The Lost Property book is located at the switchboard at Borough High Street and at the reception desk at Southwark Bridge Road.
- 2.4 A brief description will also be entered into the lost property spreadsheet in order to make it easier to search for an item (located on J:Lost property).
- 2.5 For items where contact details are available the UCO Receptionist or Clinic Receptionist should inform the owner by telephone or email as soon as possible in order to arrange collection.

3. RECLAIMING AN ITEM OF LOST PROPERTY

- 3.1 Items should only be collected within normal working hours: 8am-6.00pm at Southwark Bridge Road, 8am-5.30pm, Monday – Friday at Borough High Street unless alternative arrangements are made in advance.

- 3.2 Individuals looking for lost items should enquire at the reception desk at Southwark Bridge Road and the main switchboard at Borough High Street.
- 3.3 Before receiving any item from lost property the claimant must describe the item and if possible give details of where it was lost.
- 3.4 Before any item is returned the claimant must show ID (UCO ID badge if staff or student) and the following information must be recorded on the relevant page in the lost property book. A note should also be made on the Lost Property spreadsheet against the relevant item:
 - a) Date item is reclaimed
 - b) Name and signature of claimant
 - c) Signature of UCO Receptionist or Clinic Receptionist
 - d) Contact details (if external claimant)

4. RETENTION AND DISPOSAL OF ITEMS

- 4.1 During the first week of every vacation the Facilities Supervisor along with the UCO Receptionist or Clinic Receptionist (site dependent) will inspect the Lost Property and remove any items that have been stored for longer than one calendar month. Items stored for less than a calendar month will be carried over to the following vacation.
- 4.2 Any non-valuable items will be donated to charity or disposed of as appropriate.
- 4.3 Items of value will be stored for 6 months and then donated to charity.
- 4.4 Perishable items will be disposed of within 24 hours of being received.
- 4.5 When an item is disposed of a record should be made on the relevant page in the lost property book detailing the following. The Lost Property spreadsheet should be updated accordingly.
 - a) Date of disposal
 - b) Method of disposal
 - c) Signatures of the two people disposing of items