



## **Lost Property Policy**

# 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 reception 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 The item will be put in the lost property cupboard at Borough High Street and the lost property drawer at Southwark Bridge Road. Valuable items or items containing personal data will be put in the safe at either building.
- 2.3 A record of the item will be entered onto the lost property spreadsheet (located on SharePoint).
- 2.4 For items where contact details are available the 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 be collected within normal working hours 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 a note should also be made on the Lost Property spreadsheet against the relevant item.

## 4. RETENTION AND DISPOSAL OF ITEMS

- 4.1 During the first week of the month the Facilities Supervisor and the Clinic Reception Manager will review the Lost Property spreadsheet and dispose of any items that have been stored for longer than one calendar month.

- 4.2 All items will be donated to charity, disposed of or returned to the relevant body (e.g. DVLA, Passport Office) as appropriate.
- 4.3 When an item is disposed of the Lost Property spreadsheet should be updated accordingly. The item record on the log will be kept for one calendar year and then deleted.
- 4.4 Perishable items will be disposed of by the end of the day they are received and won't be entered onto the spreadsheet.

CORE DOCUMENTATION RECORD 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
V6.0	Aug 2019	Biennial Review	Head of Estates	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Aug 2021
V7.0	Feb 2023 SMT	Scheduled Review: Updates made to reflect current practice and inclusion of lost items containing personal data.	Head of Estates	All master versions will be held in: J:\0 Quality Team - Core Documentation Website	Feb 2026

Equality Impact	
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	
Neutral equality impact (i.e. no significant effect)	X
Negative equality impact (i.e. increasing inequalities)	
<b>If you have any feedback or suggestions for enhancing this policy, please email your comments to: <a href="mailto:quality@uco.ac.uk">quality@uco.ac.uk</a></b>	