



SCBC Additional Policies

Lost Property Policy

Introduction

South Coast Baptist College is committed to providing an excellent environment for students. The College uniform is valued as a means of helping students experience a sense of belonging and shared purpose, developing responsibility, and preparing students for later life in the workforce. From time to time, student uniforms, along with other personal items, are misplaced. In order to value SCBC uniforms and personal belongings, the following policy has been developed.

Purpose

This policy provides direction relating to Lost Property at South Coast Baptist College. This includes all College uniforms and privately owned items found on the College premises.

Scope

The Lost Property Policy is intended to apply to all students, parents, and staff.

Procedure

1. Lost Property found on the College premises should be returned to the owner directly if able to be identified.
2. Lost Property not able to be returned to the owner should be delivered to the lost property bay.

3. The property kept in the lost property bay will be stored in appropriate categories for ease of processing.
4. Any property that can be attributed to a particular student, parent, or staff member will be returned to them.
5. Students/parents/staff seeking particular items are welcome to view the lost items in the lost property bay and reclaim their belongings.
6. Items that can't be attributed to a current SCBC student, parent, or staff member will be made available for any parent to take and make use of at the end of each Term. Parents will be encouraged to take only those items that they would be able to use directly for their children.
7. The items remaining will either be discarded, retained in the uniform shop, or donated.

Notes

Lost Property is dealt with through an honesty system. While every effort is made to ensure property is returned to the rightful owner, SCBC can't guarantee the actions of other members in the community.

The College will store lost property as it is.

Money handed in may be used at the discretion of staff to support students.

Breach

Where a staff member breaches this Policy, **South Coast Baptist College** may take disciplinary action.

Policy Version Control

| Version Number | Document Owner | Board Approval Date | Last Reviewed | Review Frequency | Next Review Date |
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