



**Kings Langley School**

Unlocking Potential for Life

# Lost Property Policy

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## Character Development: Commitment to Equality and Diversity

This school is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and succeed, regardless of background or circumstances. We are determined to be open to people, places, methods and ideas—and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embodied in everything we do.

We are creating an **inclusive** school community where:

- People are treated with dignity and respect
- Inequalities are challenged
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.
- We recognise that patterns of under achievement at any level and differences in outcomes can be challenged through positive intervention activities designed to bridge gaps.
- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision.

## Rationale

This policy exists to provide a framework for supporting our stated aim of “ensuring the happiness of every individual in our community”, to promote a climate which enables all students to flourish, regardless of ability or special needs, and supports our desired outcomes of developing "strong character".

## Purpose

This policy aims to outline clearly the procedures that should be followed when dealing with lost property.



## Guidelines

### **What is Lost Property?**

Lost property is an item which has been genuinely lost and not an item which has knowingly been left by an individual in an area to be collected at a later date.

### **Named Property**

If an item of lost property is found and the item is named every effort will be made to return it to the student. Where the owner is known and the item remains uncollected after two weeks then the school will acquire ownership and dispose of the item accordingly.

### **Unnamed Property**

If the owner is not known and after 'reasonable inquiry' it is impossible to identify and notify them, the school acquires ownership of the lost property two weeks after it is handed in. Thereafter, the item/s will be disposed of by the school.

If property is left knowingly around the school site for example bags, coats etc. this does not constitute lost property. This property will be collected on a regular basis and if named returned to the student or if it is unidentifiable the items will be disposed of. Please note where items are perishable or would involve 'unreasonable excuse or inconvenience' to look after, these will be disposed of right away.