



مدرسة نور الديار الخاصة
NOOR AL DIYAR
PRIVATE SCHOOL

LOST & FOUND POLICY

1.0 POLICY PURPOSE

The purpose of this policy is to provide procedures for controlling and management of lost and found objects at school. Lost objects is defined as any item that is left behind in the school premises and its owner is unknown.

2.0 GENERAL STATEMENT OF THE POLICY

Lost and found items in the school should be controlled and monitored by a designated staff for the purpose of helping items owners to have the best chance of getting their items back as soon as possible based on this policy.

3.0 POLICY PROCEDURES

3.1 Procedures of Finding Property on the School Premises

- The procedure starts with the social counsellor receives a lost item from a (student, staff, parent, or visitor).
- The social counsellor is responsible to follow the below procedures:
 - Fill in the lost items log form that contains; description of item, information of the person who handed the item, place item found in, and the date of finding the item.
 - Place the item into a plastic bag and label it with a register number.
 - Retain the item in the lost and found room. All valuable items should be kept in a locked safe.
 - An SMS message should be sent to all the parents regarding the valuable item that was found without stating its descriptions so the owner can claim for it.

3.2 Procedures of Reporting Individual Property Loss

- The procedure starts with a staff member, students, parents or any other school visitors report their loss of individual properties by contacting the social counsellor.
- The owner of the lost item(s) should fill in the loss report form, and should state item description, time and place of loss.
- The social counsellor should make her/his best effort to find the lost item.

3.3 Procedures of Returning of Lost and Found Property

3.3.1- Return Lost items

- The procedures start with the counsellor contacting the owner of a founded item (founded item should be matched to the one previously reported as lost by its owner as per (section 3.2)).
- The counsellor should then fill in the collection section of the lost items log form.
- Both the counsellor and the collector should sign the form.

3.3.2- Return found items

- The procedures start with an individual claim for an item(s) found earlier at school premises, (whether a student, staff, parent, other visitor).
- The claimer should provide the social counsellor with a full description of the item.
- If the description matches then the claimer should fill in the collection/claim section in the lost item log form to record his/her personal information, item description, place and date of loss, before collecting the item.
- Both the counsellor and the claimer/collector should sign the form.

3.4 Unclaimed Property

- All lost and found item will be stored in lost and found room for one academic year.
- If there was no claim for the founded item, then the school will have the right by this policy to:
 - Get rid of the item with no value.
 - Donate to charity the items with value.
 - Keep the valuable item for one more academic year then donate it to charity if no claim raised.