

Lost Property

Policy Statement

Kids Biz OSHC does not take responsibility for personal items which are lost, stolen or damaged.

Procedure

- Children are advised to refrain from bringing expensive items to OSHC including electronic and gaming devices.
- To avoid items being lost, parents are encouraged to label all belongings clearly.
- There is a lost property collection at the completion of each day. Lost property will be held in the Kids Biz office for a fortnight, or until the end of the working week during vacation care. Items will be made accessible in the foyer for parents or children to collect. After this period, any left-over items will be donated (if sufficiently good quality) or thrown out.
- Parents are requested to discuss any specific lost property items with the Coordinator. If the requested item/s are located the parent will be notified verbally or via telephone.

Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
14/07/2020	Full review

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