

Lost and Found Property

The Lost and Found Property Policy provides for the handling, retention and disposal of found property at The Lakeside Rooms. Lost Property is defined as items including cash/valuables that have been reported to The Lakeside Rooms as lost/stolen on The Lakeside Rooms property. Found Property is defined as items including cash/valuables that have been found on The Lakeside Rooms property and reported to The Lakeside Rooms. Claimed Property is defined as items of found property which have been claimed by either the owner or the finder. It is the role of Administration team to administer the procedures for lost and found property.

Policy

1. Lost Property

- 1.1 All enquiries concerning property lost on site are to be directed to Reception.
- 1.2 Details of all lost property are to be recorded in a Lost and Found Property Register.

2. Stolen Property

- 2.1 Property considered to be stolen is to be reported to the Practice Manager in the first instance.
- 2.2 The Practice Manager is to report any stolen items to the Administration team.

3. Found Property

- 3.1 Found property is to be handed to an Administration team member.
- 3.2 All items of found property are to be recorded in the Lost and Found Property Register.

4. Claimed Property

- 4.1 Found property being claimed is to be recorded in the Lost and Found Property Register in the Claimed Property section.

5. Retention & Disposal of Found Property

- 5.1 Found property is to be retained for a period of three months from date of receipt.

Lost and Found Property Procedures

1. All items of property found at The Lakeside Rooms should be handed to an Administration Team Member, who will record in the Lost and Found Property Register details of the find. They will also place the item (whenever possible) in a zip lock bag and clearly label the bag with the date of receipt of item.

2. If the item is cash it will be counted by an Administration Team Member in the presence of the finder.

3. Administration Team Member will take reasonable steps to identify and contact the owner of an item of found property. Where an owner is located and claims the item, the owner will be required to provide proof of identity and acknowledge receipt of the property by signing the relevant entry in the Lost and Found Register.

4. Administration Team Member will include in the Lost and Found Property Register details of items owners believe they have lost at The Lakeside Rooms, together with relevant owner contact

information. If such items are subsequently handed in, an Administration Team Member will endeavour to contact the owner, who may claim the property in person by signing for it in the Lost and Found Property Register.

5. If found property has not been claimed after a period of three months and there is no means of identifying the owner, the finder of the property may claim it. The finder will be required to sign for such items claimed.

6. If found property has not been claimed by the owner or the finder after a period of four months, the property will be disposed of at the discretion of the Practice Manager.