



Policy/Procedure/Guideline Review

Policy/Procedure / Guideline:	Lost Property Policy
Senior Manager Responsible:	Assistant Principal – Performance and Planning
Author:	Central & Student Services Manager
Approved By:	SLT
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Changes Made:	<ul style="list-style-type: none">• New Policy <p><i>Sept 2025 – Updated to include new branding and name change.</i></p>

Lost Property Policy

1. Introduction

East Lancashire Learning Group is committed to providing a safe and secure environment for all students, staff, and visitors. As part of this commitment, the College has established a Lost Property Policy to manage items efficiently. This policy ensures that all lost property is handled with care, properly documented, securely stored, and returned to its rightful owner whenever possible.

2. Purpose

The purpose of this policy is to outline clear responsibilities and arrangements for reporting lost property, collecting, storing, and reclaiming lost property within the College Group. This ensures that lost items are managed effectively and that individuals can retrieve their belongings timely.

3. Legislative/Quality framework

All personal information related to lost property will be handled in accordance with the College's data protection policies and the General Data Protection Regulation (GDPR). The College ensures that any data collected is stored securely and used only for the purpose of returning lost property.

4. Definitions

Lost Property - Items that are lost or found on College premises and handed in to the designated lost property locations.

Valuable Items - Items such as wallets, mobile phones, laptops, and identification documents that require secure storage.

Retention Period - The period during which the College will store lost property before disposal or donation.

5. Scope

This policy applies to all students, staff, and visitors of East Lancashire Learning Group. It covers all items lost or found within College premises, including classrooms, outdoor spaces, and transport services operated by the College.

6. Responsibilities

Staff: Responsible for reporting lost or found property on campus and directing students or visitors to the designated lost property locations.

Students & Visitors: Expected to report lost or found property on campus promptly and make reasonable efforts to reclaim their property.

Designated Lost Property Locations: Responsible for logging items reported as lost, logging, storing, and managing found items securely and make reasonable efforts to return items to their owner.

7. Monitoring and Review

The policy will be reviewed by the Central & Student Services Manager every three years

8. Management Responsibility

The Central & Student Services Manager has management responsibility for this policy within East Lancashire Learning Group.

9. Designated Lost Property Locations

A record of all lost and found property will be maintained, including a description of items, date lost or found, and any claimant details. For enquiries regarding lost property, please contact or visit:

- Student Services, Nelson & Colne College – 01282 440209
- Student Services, Accrington & Rossendale College – 01254 354143
- Reception, Lancashire Adult Learning, Northlight – 0333 003 1717
- Reception, Waterside – 01254 354423

10. Reporting Lost Property

Anyone who loses an item should report it immediately to the designated lost property location. A Lost Property Form must be completed (See appendix 1), including a description of the item, the date and place it was lost, and the contact details of the claimant.

11. Storage of Lost Property

Lost property will be stored securely until reclaimed or until the retention period expires. Valuable items such as wallets, mobile phones, and ID documents will be stored in a locked location.

The College will not accept perishable items (e.g., food) or hazardous materials.

12. Reclaiming Lost Property

Contact details will be used to notify owners if their item is found. Owners should claim the items as soon as possible by enquiring at one of the designated lost property locations; proof of ownership may be required (e.g., description, receipt, or identification).

Items claimed must be signed for by the person collecting the item.

Unclaimed items will be retained for a specified period before disposal or donation.

13. Retention of Lost Property

Items found will be retained for the following period:

Standard items: Retained for 3 months.
Valuable items: Retained for 6 months.

14. Unclaimed Property

After the retention period, unclaimed items will be:

- Donated to charity.
- Disposed of if no longer usable.
- Items of significant value may be auctioned, with proceeds supporting College activities.

15. Confidentiality

Any personal data collected during the lost property process will be managed in accordance with GDPR and the College's data protection policies.

Lost Property Form

Complete this form to record the details of items reported as lost whilst on College Grounds

Campus: -----

Lost Item
Description: -----

Brand/Model/Make: -----

Colour: -----

Date Reported as
lost: -----

Contact Name: -----
(and ID Number if applicable)

Contact Telephone Number:

Contact Email Address:

Signature:

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Lost Property Received/handed in: (student services only)

Student Services ----- Date: -----

Name:

Date Contact ----- Via: Email / Telephone / Both (delete)

Notified:

Other Comments: -----