



Lost/ Found Property Policy

Date Created:

Date of last review: NB Policies should be reviewed annually

The [insert name of venue] accepts no responsibility for private property whilst on the premises, including accepting any liability including should lost property being returned for any reason to someone who is not its owner- e.g. if someone makes a false representation to the management or staff of the [insert name of venue] of ownership of the property.

Property that is left on the premises will be kept for a period 2/3/4 months/ weeks], after which it will be disposed of. Any found passports or driving licences will not be returned to a member of the public, but will be [handed to the Police or returned to the issuing authority] (check & amend to fit arrangements in your area, some police forces will not accept lost property from venues).

Valuable property will be kept securely in a locked [specify, safe, draw]

All property will be logged in the lost/found property register and in order for it to be reclaimed; a detailed description of the item and proof of identity will be required. All returned items must be signed for by the individual making collection.

Please sign this document to acknowledge that you have understood your responsibilities in regards to Lost and Found Property.

Trainer's Name:

Trainer's Signature:

Trainee's Name:

Trainee's Signature:

Date: