

Policy No.: TIADPolicy_H&S_2021/12

Policy created in April 2019

Policy Reviewed in April 2020, September 2020

Policy Reviewed again in April 2021

Important Note: The school has adopted Distance Learning Programme (DLP) and Blended Learning Programme (BLP) for the Academic Year 2021-22. This policy is designed for a regular school set-up and will also be integrated during the DLP/BLP.

POLICY ON LOST AND FOUND ITEMS

Purpose

1. The following policy and procedures are intended to ensure that items reported lost or found are properly accounted for and, in the case of items found, returned to their rightful owners, or disposed of by the school.
2. In this policy, “lost property” means any unattended, abandoned, misplaced, or forgotten item – including, but not limited to, equipment, cash, jewelry, books, documents, or personal identification paper - which is found within the boundaries of the school, pending the identification of the rightful owner.

Policy

1. The school assumes no responsibility for the care and/or protection of any personal belonging left unattended on the school property and for loss, under any circumstance.
2. The In charge shall administer the lost and found service, as provided for in this policy.
3. The In charge is responsible for safekeeping items that have been found and will return them to the rightful owner(s) upon presentation of reasonable proof of it.

Lost and Found Procedure

Loss of personal or school property items should report the details at the Main Gate (who shall immediately report same to assigned person) as soon as they become aware of the loss. Losses may be reported by phone, e-mail or in person, and must be followed up with an official Report of Loss, Theft, or Disappearance. The assigned person will record the details of items reported lost in a register kept at the Main Gate. Items found will be compared to the register of items reported lost.

Found Items Procedures


1. Persons finding any lost property shall, within 24 hours from the time of finding them, turn them at the Main Gate and said persons shall be required to provide the following information: a. Their name and contact number. b. Description of the items found. c. Date and hour found. d. Precise place where found. e. Any witness to the findings.
2. Once the found items are turned in to the in charge reasonable efforts will be made to ensure that they are returned to their rightful owners
3. Items found will be advertised on bulletin boards on campus within 48 hours of being turned in.

Forms issued:

Lost & Found Register

Signed: (Sgd.)

Ms. Sayeda Fatima
School Administration Manager:


Ms. Susan Rubin Vargese
Principal
Date: 06.04.2021