



2.1.5 Lost Property Policy

Introduction

South Coast Baptist College is committed to providing an excellent environment for students. The College uniform is valued as a means of helping students experience a sense of belonging and shared purpose, developing responsibility and preparing students for later life in the workforce. From time to time student uniform along with other personal items is misplaced. In order to value SCBC uniforms and personal belongings the following policy has been developed.

Purpose

This policy provides direction relating to Lost Property at South Coast Baptist College. This includes all College Uniform and privately owned items found on the College premises.

Scope

The Lost Property Policy is intended to apply to all students, parents and staff.

Procedure

1. Lost Property found on the College premises should be returned to the owner directly if able to be identified.
2. Lost Property not able to be returned to the owner should be delivered to Student Services.
3. The property kept in Student Services will be stored in appropriate categories for ease of processing.
4. Any property that can be attributed to a particular student, parent or staff member will be returned to them.
5. Students/parents/staff seeking particular items are welcome to view the lost items in Student Services and reclaim their belongings. An email can also be sent to lostproperty@scbc.wa.edu.au.
6. Items that can't be attributed to a current SCBC student, parent or staff member will be made available for any parent to take and make use at the end of each Term. Parents

