

4.13 Lost and Found

1. Changes from last issue

2. Objective

Aberdeenshire Holiday Activities Camps accepts that on occasion children and staff members may bring personal belongings to the camp. The purpose of this policy is to inform parents/carers and members of staff to the level of responsibility that Aberdeenshire Council accepts when children or members of staff bring their own possessions into the camp.

3. Who Is Responsible?

All members of staff have a responsibility to ensure that any personal possessions that are brought into the camps are kept as safe as possible.

Each camp will provide a locker for members of staff to keep their bags and other personal belongings secure. All members of staff have a responsibility to ensure that their belongings are placed in the appropriate place and are not left where they could be at risk. Aberdeenshire Council would stress to staff, the importance of not bringing expensive or irreplaceable items into the camps.

Aberdeenshire Council will take as much care as is reasonably possible with children's belongings. It is detailed in the 'Parent information sheet' the importance of not bringing valuables to camp.

4. Storage

- Changing facilities will be provided on site for children.
- If there are any valuable items then they may be handed into to the Leader (depending on circumstances) which can then be labelled and placed in the safe.
- If any items are taken from a secure area then the Facility Manager will investigate this and complete the relevant incident form.
- Aberdeenshire Council accept no responsibility for either the loss or damage to children's or staff belongings.
- Leaders/coaches should not take responsibility for any of the children's belongings.

5. Lost and Found

- If any items are left behind at the end of camp then the item should be handed into the Duty Officer.
- If the item has the child's details on it then the Leader should contact the parent and let them know.
- All items handed into the centre will then follow the centre's 'Lost and Found procedure'

6.