



Peninsula Dental Social Enterprise (PDSE)

Lost and found property policy Version 1.0

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Policy will be updated as required in response to a change in national policy or evidence-based guideline.

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Lost and found property

1. Principles

- 1.1 Each Dental Education Facility must have a Lost and Found property book which is held and managed by the Admin Team.

2. Lost Property

- 2.1 Any person using PDSE premises who loses an item of property should report it to the Admin Team of the Dental Education Facility where it was thought to have been lost. The Admin Team will record details of the item and of the owner.
- 2.2 If the item is found the owner may be asked to provide proof of ownership, such as giving further details of the contents of a purse or the make and size of an item of clothing, to ensure the item is being returned to its rightful owner. A record must be made of the return.

3. Found Property

- 3.1 Property found on PDSE premises is to be returned to its owner whenever possible to do so. Unclaimed property will be disposed of in accordance with the rulings below.
- 3.2 On finding an item on PDSE premises it is to be handed to the Admin Team in that Dental Education Facility who will record the item with as much detail as possible regarding the date, time, location etc. of the find. Every effort should be made to identify the owner of the item and to return the item to them; records should be kept of the efforts made and the outcome.
- 3.3 If the owner cannot be identified and no-one claims the item then it should be disposed of 6 months from the date it was found. Food or drink items and their containers will be held for a maximum of one week. The disposal method and the name of the person disposing of the item must be recorded in the property book.
 - If the item is in poor condition and will not be of use to another person the item should be disposed of as rubbish
 - If the item is in good condition and could be of use to another person the item should be donated to a charity shop or a charitable organisation, or given to one of the organisations linked to the Community Engagement Team