



## **Loss or Damage to Property**

Purpose of Policy Larkfield daycare accepts that on occasion children and staff members may bring personal belongings into the setting, the purpose of this policy is to inform parents and carers and members of staff of the level of responsibility that Larkfield daycare accepts when children or members of staff bring their own possessions into the setting. Larkfield daycare would prefer that children did not bring their own toys and games into the setting, but accepts that sometimes this is inevitable and unavoidable.

Who is responsible? All members of staff have a responsibility to ensure that any personal possessions that are brought into the setting are kept safe. Larkfield daycare will provide a lockable cupboard or filing cabinet for members of staff to keep personal belongings secure, but 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. Larkfield daycare would stress to staff the importance of not bringing expensive or irreplaceable items into the setting. All parents and children are responsible for the possessions that they bring into the setting, Larkfield daycare will take as much care as is reasonably possible with children's belongings.

How will the policy be implemented? Larkfield daycare will take as much care as possible to ensure the security of the belongings of children and members of staff, but overall accepts no responsibility for their loss or damage. All parents will be asked to sign an agreement that Larkfield daycare accepts no responsibility for children's belongings when they register their child. A sign will also be displayed on the setting notice board that states this. All members of staff will be asked to sign an agreement that Larkfield daycare accepts no responsibility for their belongings if they have not been stored and locked away in the designated place. If belongings have been stored securely and an incident occurs where they have gone missing Larkfield daycare will investigate and in certain circumstances, i.e. the possessions have been stolen by another member of staff or by a child, we will replace the missing items on completion of a claim form.