Luccombe Hub

This document forms part of the policy handbook and is intended for use at Luccombe Hub

Title:	**Personal Belongings Policy**
Subject Area:	Whole Centre
Applies:	Immediately
Issued:	01/12/2022
Next Review:	01/12/2025
Sponsor:	Henri Monier-Williams in conjunction with SLT
Contact:	Principal – Henri Monier-Williams
Email:	office@Luccombehub.com
Version:	Version 2.0

1. Introduction

1.1 Aims

The Luccombe Hub strongly discourage persons from bringing high value (monetary) or invaluable (sentimental) items to The Centre. If these items are brought in then it is the owner's responsibility to ensure that they are kept safe. The Luccombe Hub will not accept any responsibility for their recovery or replacement in the case of loss, theft or damage.

1.2 Consultation

The Luccombe Hub will communicate this policy to all staff, relevant professionals and learners through inductions, meetings, day to day communications, staff meetings and training. A copy of this policy and all policies will be available on request or via the website.

2. Procedures and practice

STORAGE OF ITEMS

Each learner has access to a locker for safe storage of their bag and spare clothing. The use of Mobile phones during the Centre day (10am -3pm) is not allowed and learners are requested to either not bring a phone on site or hand it over to designated member of staff on arrival where it is placed securely within the Office and returned to the learner at the end of their session.

Staff members can arrange safe storage of their items either within their vehicle within the onsite parking, or placed in the Centre Staff room.

Those attending for EAQ sessions and Therapeutic Farm work, we again request that no high value items are brought on site, any belongings, can be safely placed within the Shepherds hut which can be locked.

LOST PROPERTY

We encourage all children to take responsibility for their own possessions. However, it is important to report any loss to their facilitator with a description (colour, make, etc.) of the lost item so that it can be traced more easily. There is a lost property box situated within the staff room/office.

If your child inadvertently brings home an item that is not their own, please return it to the Centre Office as soon as possible so that it can be returned to its owner.

NAMING OF CLOTHES AND ALL EQUIPMENT BROUGHT TO THE CENTRE

It is essential that all clothing and possessions are clearly named. Sadly, this will not necessarily prevent losses occurring, but it will enable articles brought to lost property to be returned to their owners.

MEDICINES

All medication should be stored safely and out of reach of anyone it does not belong to. All medication is to be stored in the locked medicine cabinet within the welfare room. It is requested that Centre users who are able to self-medicate, only bring in enough medication for such doses required during their session and their parent/carer must have completed the prescribed medicines form within the admission pack. Permission for the Centre to provide basic paracetamol in an emergency, to prevent disruption/access to learning can be given within the parental permissions form, also within the admission Pack. Copies of all these forms can be found on The Luccombe Hub's website. Please see Medicines Policy for further details on procedures regarding medication on site.

3. Concluding notes

3.1 Monitoring and review

This policy will be reviewed every 3 years or earlier if required.

3.2 Links to other policies

Complaints Policy
Site Security Policy
Medicines Policy
Acceptable use of technology policy
E-Safety Policy