

Blue Peris Mountain Centre

LOST PROPERTY

End of Course

At the end of each course the staff do a manual search of all areas and collect up any property that may have been left behind by their group. The students are then asked to check that any belonging to them is collected and removed from the pile – some items will have names on making this a much easier task!

Any items that remain are either:

- a. Placed in the dustbin immediately
- b. Left for Centre Administrator to deal with

All items that are left with the Centre Administrator are checked for names again and if a name is found will be posted. If the item is a larger piece of clothing e.g. jumper, coat, trousers or smaller items of lower value e.g. disposable cameras, small items of jewellery, wallets then an email is sent to all group leaders from the previous month asking them to notify all students that were on the trip to get in touch so that the item can be returned by post.

If items are not reclaimed

After a period of 3 months then they are placed in the Council recycling bins for collection or given to charity.

Items that are found with a higher value

Groups that have visited within the 6 months prior to discovery will be emailed. Any item not claimed within 6 months will be offered to staff at the Centre (for the highest fee) or given to charity. Any fees received from the sale of goods will go into the tuck fund which is used to pay for social equipment for the visiting pupils.

Postage

All postage costs over £2.00 are asked to be re-imbursed and when clients ask specifically for Recorded or Special Delivery then this must always be paid for by sending in a cheque to cover costs. This is then banked in the normal way with other Centre Income but coded to postage. Any cash found and not re-claimed (very rare!) goes towards postage costs for smaller item returns.

Items are stored in a box marked lost property under the Centre Administrator's desk in the main Office.



Bedford Borough Council and
Central Bedfordshire Council
working together



DSD Leisure

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