



Loss or Damage to Property Policy:

Ducklings Childcare Ltd accepts that on occasion, children and staff members may bring personal belongings into the setting. The purpose of this policy is to inform parents/carers and staff of the level of responsibility that Ducklings Childcare Ltd accepts when personal belongings are brought into the setting.

Staff Member Personal Belongings

All staff members have a responsibility to ensure that any personal possessions brought into the setting are kept safe. Ducklings Childcare Ltd will take as much care of these items as is reasonably possible and will provide a lockable area for such belongings but it is the responsibility of the staff member to ensure that their belongings are placed appropriately in the locked area.

All members of staff will be asked to sign an agreement stating that Ducklings Childcare Ltd accepts no responsibility for their belongings if they have not been locked away in the designated place. If belongings have been stored securely and an incident occurs where they have gone missing, Ducklings Childcare Ltd will investigate and, in certain circumstances, replace the missing items on completion of a claim form. An example of such a circumstance would be if the possessions were stolen by a child or another staff member.

Children's Personal Belongings

Ducklings Childcare Ltd would prefer that children did not bring their own toys and games into the setting but we accept that this is sometimes inevitable and unavoidable. Ducklings Childcare Ltd will take as much care as is reasonably possible with the belongings but parents and children are ultimately responsible for the possessions that they bring into the setting and parents/carers send these items in at their own risk.

All parents/carers will be asked to sign an agreement when registering a child stating that Ducklings Childcare Ltd accepts no responsibility for children's belongings. A sign will also be displayed on the setting notice board.

Staff members and children should avoid bringing expensive or irreplaceable items to the setting.