



# Waltham Pre-School

## Loss or Damage to Property

### Policy Statement

Waltham Pre-School accepts that on occasions children and staff may bring personal belongings into the setting.

The purpose of the policy is to inform parents / carers and members of staff of the level of responsibility that we accept when children or members of staff bring their own possessions into the setting.

Waltham Pre-School would prefer that children did not bring in their own toys 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.

Waltham Pre-School provide lockers in the staff room to enable staff to store their belongings securely, but all members of staff have a responsibility to place their belongings in the appropriate place and not left where they could be at risk.

Waltham Pre-School would stress to all 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. We will take as much care as is reasonably possible with children's belongings.

### How will the Policy be Implemented?

Waltham Pre-School will take as much care as possible to ensure the security of the belongings of children and staff, but overall accepts no responsibility for their loss or damage.

### Parents and Carers

Parents and Carers should be aware that children bringing in personal belongings into the setting do so at their own risk. Waltham Pre-School accepts **no** responsibility for loss or damage to any item that a child brings into the setting from outside.

**We strongly encourage Parents/Carers to label all items of clothing and belongings. All clothing and personal property brought into the Pre-School should be marked clearly with the child's name.**

Every reasonable effort will be made by Pre-School staff to ensure your child's belongings are not damaged or lost. Any item taken home by another child by mistake, again every effort will be made to recover the item.

Practical, inexpensive clothing is strongly recommended for the children.