

	Extreme SLC Standard Operating Procedure	Section: Page: Date: Review date:	VA 5.12 2 03/02/2017 02/02/2018
Title :	LOST PROPERTY - Holiday Activities		Approved by: DC/LC/JB
Relevant Forms:			

LOST PROPERTY

Upon discover of lost property, items will be recorded and placed in a box by the signing in desk. Lost items will be available to pick up from the desk until the end of that specific camp.

After the camp has finished, all lost property will be kept at Sylvestrian Leisure Centre for a period of **3 months**.

After this time has passed, all remaining items will be donated to a charity shop. Items that we are unable to pass on will be disposed of.

Children should refrain from bringing personal items to the Camp. Sylvestrian Leisure Centre cannot be held responsible for any lost, stolen or damaged items.

Points to remember

- Ensure items are collected as soon as possible.
- Parents should name each item of clothing and equipment brought to the camp.
- Any high value item e.g. phone/iPod, will be kept at Sylvestrian Leisure Centre in a secure safe.
- Refrain from bringing personal items to camp.