



## LOST PROPERTY POLICY

### 1. Scope

Applies to all students, staff, visitors, contractors, and any items found on College premises.

### 2. Definition

Lost property: any unattended, misplaced, or abandoned item discovered within College buildings or grounds.

### 3. Receipt of items

All found items must be delivered immediately to the Porters' Lodge. Porters record date, time, location found, item description, and finder's name.

### 4. Storage

Porters secure items in the designated lost-property area. High-value items (those judged to be of value greater than £150, and/or electronics, wallets, IDs, keys) are held in a locked compartment with restricted access.

### 5. Owner verification

Claimants must provide precise description, proof of ownership, and identification. Porters release items only when verification is sufficient.

### 6. Retention period

Standard items: retained for 28 days.

High-value items: retained for 3 months.

Perishable goods: such as fresh food / shopping kept for 2 hours.

Hazardous goods: disposed of immediately.

Unclaimed bicycles: held for 3 months then transferred to the College's approved disposal route.

### 7. Disposal

Unclaimed items are either donated to designated charities, recycled, or destroyed, depending on condition and data-protection requirements. Items containing personal data are destroyed securely.

### 8. Review

Policy reviewed annually by the Domestic Bursar and updated as operational needs require.