**Lost Property Policy**

Lost property found and handed in will be recorded and kept for 4 weeks.

Items which pose a hygiene risk or a safety risk are to be immediately disposed of are as follows:

* Wet/Muddy items that will contaminate other items (For example wet towel)
* Medication (will be disposed at a local pharmacy or a sharps bin).
* Water bottles.
* Liquids (such as shampoo, conditioner, body wash etc).
* Earphones.
* Cosmetics.
* Underwear.

All items stored in reception will be audited on a monthly basis by Edge Hill Sport and any appropriate items taken to charity that are suitable (exceptions for example. Dry towels, single items from pairs and other items that are not useful to charity will go to cloth bank for recycling) No receipt is required for this disposal.

All items that are identified to be of value (wallets, mobiles, cash) may be stored in the safe and will be audited on a 4-week basis by Edge Hill Sport and items disposed as follows.

* Items that hold data, phones/mp3 players/Tablets/USBs will be destroyed and disposed. This is in line with Campus Support Procedure and reflects the protection of data.
* All monies will be donated along with other useful resale items. A receipt will be recorded
* All credit/debit/payment cards will be destroyed.
* All staff or student cards will be returned to the Durning Centre
* Passports or driving licences will be returned to the DVLA or passport office.
* Such personal items as earrings, these items are to be disposed of from a health and safety perspective.

Enquiries taken over the phone regarding lost items will be dealt with as follows, if we have the item it will be kept until a date specified by the customer date and after that date the item will be subject to disposal in line with the lost property procedure.

Lost property from Lockers in line with Locker Use Procedures and stored is subject to a £5 fee.

