



Loss or Damage to Property Policy

Updated September 2024

The purpose of this policy is to outline the nursery's approach to dealing with the loss or damage of property, whether it involves the nursery's equipment, facilities, or personal items belonging to children, parents, or staff.

The nursery is committed to maintaining a safe and well-equipped environment for all children and staff. While every effort will be made to prevent loss or damage to nursery property, accidents can happen.

Nursery Property:

- **Responsibility for Nursery Property:** The nursery staff are responsible for the proper use, storage, and care of the nursery's property. Any damage or loss of nursery property should be reported immediately to the management.
- **Damaged or Lost Items:** If nursery property is damaged, lost, or stolen, a report must be submitted to the nursery management for investigation. A decision will be made on whether the damage was due to neglect, misuse, or an accident.

Personal Property of Children and Parents:

While the nursery will make every effort to ensure the safety of personal property, the nursery cannot accept responsibility for any personal belongings that are lost, stolen, or damaged.

- **Labelling of Belongings:** Parents are encouraged to label all personal items, including clothing, toys, and other belongings, to avoid confusion and loss.
- **Items to Bring:** Parents are asked to bring only essential personal items for their child (e.g., comfort items, spare clothes). The nursery cannot guarantee the safety of toys or electronics brought from home.
- **Damage to Personal Property:** The nursery is not liable for any damage to personal property unless it results from negligence or intentional harm by the nursery staff.

Damaged Property Due to Children's Actions:

In instances where property is damaged due to the actions of a child (whether intentional or accidental), the nursery will assess the situation on a case-by-case basis.

- **Accidental Damage:** If damage occurs accidentally during normal activities, the nursery will take steps to prevent similar incidents in the future but will not charge parents for the cost of repairs.

- **Intentional Damage:** If damage occurs due to intentional acts of a child (e.g., vandalism), the nursery may request the parents cover the cost of repair or replacement, depending on the severity of the damage.

Reporting Loss or Damage:

- **Reporting Process:** Any damage to nursery property or loss of personal property must be reported immediately to nursery staff. The staff will document the incident and provide a written report to the management.
- **Investigation:** The nursery will investigate the cause of the loss or damage and take appropriate action to prevent future occurrences. If applicable, parents will be notified of the outcome.

Insurance Coverage:

- The nursery holds an insurance policy to cover significant damage to property, accidents, and liability. Parents are advised to check if their personal property insurance covers items left at the nursery.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		