



South Essex Gymnastics Club - Lost & Found Property Procedure

The following procedure has been designed to ensure the secure handling, storage and processing of lost and found property within the S.E.G.C premises. This procedure will outline how S.E.G.C will ensure that lost property is held safely and reunited with the owner wherever possible, and when not possible that the property is disposed of in a fair manner. Lost & found property is defined in terms of its classification and value, and is treated appropriately. **South Essex Gymnastics Club cannot be held responsible for any lost property that is not able to be safely reunited with its owner.** S.E.G.C will do its utmost to store and reunited lost and found items where possible, however we cannot be held responsible for any unclaimed items after the specified timeframe.

S.E.G.C will place any general / unvaluable lost property into one of its lost and found boxes - each site has one of these designated areas within each of the gyms. Across each week the club will accumulate a huge amount of lost property, ranging from jackets, shoes, water bottles, chalk bags etc... All lost and found items will be kept in storage for 3 weeks, and after this time all non-valuable items will be disposed of and any items of clothing or other salvageable items will be donated to clothing banks where applicable. Any item of value found within S.E.G.C will be taken directly into the reception area where they will be kept secure until claimed. items such as phones, wallets, car keys, Jewellery etc. will be kept securely locked away in the office cabinet for up to 3 months; where after this time any unclaimed items will be disposed of or destroyed.

What to do if you lose an item whilst at S.E.G.C:

- You should call / email or enquire at our reception as soon as you realise you have misplaced an item.
- S.E.G.C will try and locate your item and will inform you if they have been able to find it. Any located items will be brought into the reception area so that it can be collected.
- The lost and found storage boxes are available to view by anyone who believes they have misplaced an item; however this will need to be agreed upon before entering the gym area to look.
- If an item of value has been found within the gym and it has details of a member who is identifiable e.g. a lost wallet with a driver's license, S.E.G.C will attempt to contact the owner to reunite them with their lost item.

Lost non-valuable items:

Items such as jackets, water bottles, shoes, socks etc... are deemed as non-valuable items. S.E.G.C will accumulate a vast amount of these items across the year, and we are unable to reunite them all with their owners. Non-valuable items are kept in storage for 3 weeks before being disposed of or donated. S.E.G.C cannot be held responsible for the loss of any items that have not been claimed after this time.

Any queries regarding this procedure, please contact our operations Manager:

Jordan Harold - Jordan.harold@southessexgym.co.uk