

Company Name:

<b>Policy No: 04-3102</b>	<b>Authorised:</b>	<b>Date:</b>
<b>HANDLING CHILDREN'S PERSONAL PROPERTY</b>		

*This Policy summarises the arrangements in place within the Home for the receipt and recording of a new child's personal property and possessions upon admission:*

1. The property that a child / young person may wish to bring into the Home can be classified as follows:
  - Personal possessions and valuables.
  - Clothing.
  - Equipment (refer to *Policy No 4301*).
  - Medication (refer to *Policy No 3300*).
  - Aids to Daily Living (e.g. wheelchairs).
  - Pets (refer to *Policy No 4205*).
2. For jewellery, valuables, clothing and equipment all items will be logged onto an individual Personal Property Register Form by the Keyworker at admission.
3. All items are checked off and signed as received by the Keyworker. The Personal Property Register Form clearly states the Terms and Conditions under which children's personal property is accepted into the Home, in order to indemnify the Home as far as is practical. The child / young person (or responsible family member or advocate) is therefore requested to study these Terms and Conditions and sign / date appropriate acceptance in the spaces provided. This will be witnessed by the Keyworker.
4. For items of value the Keyworker will advise the child / young person and family member (as appropriate) of the limitations of the Home's insurance policies, and of the possible need to arrange appropriate insurance for themselves.
5. The management of the Home reserves the right to refuse to accept the following into the Home:
  - Items felt to be of significant value.
  - Items that could present a hazard to Health & Safety, e.g. badly-wired electrical equipment.
6. The child / young person and family member (as appropriate) will be made aware of the following:
  - 6.1 All portable electrical items (TVs, razors, hair dryers etc) will be logged into the Home's Equipment Maintenance System, ref. *Policy No 4301*, and regularly checked for electrical safety.
  - 6.2 Similarly, it is part of the Care Service offered that personal aids such as hearing aids, spectacles etc are periodically checked for cleanliness and satisfactory functioning.
  - 6.3 Wheelchairs will be accepted into the Home's Equipment Maintenance System and subject to appropriate Risk Assessment, ref *Form No 4-305*.
  - 6.4 Any hazardous item will be returned to the child / young person and family member (as appropriate) and requested that it be removed from the Home.
  - 6.5 A locked drawer is available in the child's room for the storage of valuables and medicines (if self-medicating - see *Policy No 3302*). Duplicate keys are held by the Home Manager in the event of loss. Additionally, there is a safe available under the direct responsibility of the Home Manager for the storage of valuables.
7. Should any item be removed from the Home then the Keyworker is requested to be informed so that the Personal Property Register can be up-dated accordingly.
8. Similarly, if any new items are brought in by the child's family or friends all reasonable steps must be taken to ensure that the Keyworker is informed so that the Personal Property Register can be up-dated accordingly.

**FORMS REFERENCES:**

*Form No: 3-103 Record of a Child's Personal Property*  
*Form No: 4-305 Risk Assessment - Wheelchairs*