



CLIENTS PERSONAL PROPERTY

Policy Statement

Breakaway Toowoomba shall endeavour to ensure the care and safety of client's property, and that all personal property remains with the client upon discharge.

Procedures


A complete inventory of all personal property, including clothing, shall be recorded on arrival and put in the individual client file.

This is particularly important for emergency placements, where the clients may have several placements in a short space of time, and be moving in and out of home.

Support workers shall provide encouragement to clients in respecting and caring for the property of others as well as their own.

Should clients give staff property for safekeeping, this property should be held either securely at the office. Any property held by staff for safekeeping remains the property of the resident, who should be given access to it at any time on request.

Staff should only accept money or valuables where it is counted and signed for by both parties.

Approved (Executive Officer).......... Date 19.11.09

Approved (Chairperson).......... Date 19.11.09

Reviewed: 02nd November 2009

Ratified by the Management Committee: 19th November 2009

Review Date: November 2010

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