



<b>POLICY/PROCEDURE INFORMATION</b> (Policy no HR00014)	
<b>Subject</b>	<b>Personal Belongings Policy</b> <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
<b>Applicable to</b>	All staff and volunteers of Nottinghamshire Hospice
<b>Target Audience</b>	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
<b>Date issued</b>	Sept 2020
<b>Next review date</b>	Sept 2023
<b>Lead responsible for Policy</b>	Director of People Services
<b>Policy reviewed by</b>	Freeths Solicitors
<b>Notified to (when)</b>	Donna Roberts, Human Resources Manager, Nov 2017
<b>Authorised by (when)</b>	Donna Roberts, Human Resources Manager, Nov 2017
<b>CQC Standard if applicable</b>	
<b>Links to other Hospice Policies</b>	
<b>Links to external policies</b>	
<b>Summary</b>	Nottinghamshire Hospice does not insure your property and accepts no liability for loss or damage. You are advised to arrange your own insurance for personal property.
<b>This policy replaces</b>	

<b>VERSION CONTROL</b>		
<b>Status</b>	<b>Date</b>	<b>Reviewed date</b>
Original policy written by Angela Fallon, Head of HR	April 2011	April 2015
Policy reviewed by Beverley Brooks MBE, Chief Executive	April 2011	
Policy ratified by Corporate Management Team		
Policy reviewed by Donna Roberts, HR Manager	Nov 2017	Nov 2019
Updated control sheet and published on Policy Doc App	Dec 2018	
Updated staff and volunteers throughout policy	June 2020	
Reviewed by Donna Roberts	Sept 2020	Sept 2023
Logo updated and uploaded to website	March 2021	

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## **1. Personal Belongings**

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UNDER REVIEW