



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number:
7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Personal Items & Children's Belongings Policy (EYFS)

Policy Statement

We recognise that children may bring personal belongings into the setting as part of their daily routine. This policy sets out clear expectations regarding children's personal items to ensure **safety, safeguarding, organisation, and emotional wellbeing**, in line with the **Early Years Foundation Stage (EYFS) statutory framework**.

The setting is committed to working in partnership with parents/carers to minimise the risk of loss, damage, conflict, or safeguarding concerns related to children's belongings.

EYFS & Ofsted Compliance

This policy supports the safeguarding and welfare requirements of the **EYFS statutory framework (effective from September 2025)** and meets **Ofsted inspection expectations for 2026**, ensuring children's wellbeing, safety and consistent routines are promoted at all times.

Labelling of Children's Belongings

To reduce the risk of loss or confusion:

- **All personal belongings must be clearly labelled** with the child's **full name**
- This includes:
 - Coats and jackets
 - Jumpers, cardigans and sweatshirts
 - Bags and rucksacks
 - Lunchboxes and drink bottles
 - Shoes, slippers and wellington boots

- Comfort items (where appropriate)

The setting cannot guarantee the return of **unlabelled items**. Parents/carers are responsible for checking labels regularly and replacing them when needed.

Items Children May Bring

Children should only bring items that are **essential** for their comfort, care and daily routine, including:

- Weather-appropriate clothing
- Spare clothing as requested
- Comfort or transition items that support emotional wellbeing
- Items required to support medical needs or SEND (by prior agreement)

Items Not Permitted

For safety, safeguarding and wellbeing reasons, children should **not** bring:

- Toys from home (unless previously agreed for a specific purpose)
- Valuable or sentimental items
- Electronic devices, including mobile phones, tablets or smart toys
- Items that pose a choking, injury or safeguarding risk

Any exceptions (for example, medical or emotional support items) must be agreed with the setting in advance.

Responsibility for Belongings

- The setting will take reasonable care to support children with their belongings
- However, **the setting cannot accept responsibility for loss or damage** to personal items
- Children will be supported, in an age-appropriate way, to begin developing responsibility for their own belongings

Lost Property

- Any unnamed or unclaimed items will be placed in the **lost property area**
- Items will be kept for a reasonable period before being donated or responsibly disposed of
- Parents/carers are encouraged to check the lost property area regularly

Safeguarding & Hygiene

- All items brought into the setting must be **safe, clean and appropriate**
- Staff may remove items that pose a health, hygiene or safeguarding concern and return them to parents/carers at collection time
- Any safeguarding concerns related to personal items will be managed in line with the setting's **Safeguarding and Child Protection Policy**

Complaints

Any concerns or complaints relating to personal belongings should be raised in line with the setting's **Complaints Policy**. All complaints will be managed fairly, promptly and in accordance with EYFS requirements.

Partnership with Parents/Carers

We work in partnership with parents/carers and ask that they:

- Clearly label all belongings
- Follow guidance on appropriate items
- Speak with staff about any concerns or special circumstances

This helps maintain a safe, organised and inclusive environment for all children.

Review Frequency: Annually or sooner in response to EYFS, safeguarding, or legislative changes

This policy was adopted by

The Butterfly Rooms Ltd

On

21st April 2026

Date to be reviewed

21st April 2027

Signed on behalf of the Management
committee



Name of signatory

Miss Aimee Thompson

