



PONY PARTNERSHIPS



Personal Equipment & Belongings Policy

Name of Organisation: Pony Partnerships

Venue Address for which policy applies: All sites.

Date of last review: 1st September 2025

Date of next review: 31st August 2026

Name of Risk Assessor: Danielle Mills

1. Policy Statement

Pony Partnerships CIC recognises that clients, staff, and visitors may bring personal belongings onto site. While we will take reasonable steps to ensure our premises are safe and secure, we cannot accept responsibility or liability for the loss, theft, or damage of personal belongings.

All individuals remain responsible for their own possessions.

2. Storage Arrangements for Clients and Visitors

- Pony Partnerships does not provide dedicated storage facilities for client belongings.
- If clients choose to bring items onto site, they should keep them to a minimum and ensure valuables are left at home wherever possible.
- Limited storage space may be available in the barn or therapy shed, which can be secured behind a locked door. However, security cannot be guaranteed, and items are left at the owner's risk.
- Staff and volunteers may also use these storage areas for work-related purposes, but personal responsibility remains with the individual.

3. Storage Arrangements for Staff and Volunteers

- Staff and volunteers are provided with lockable drawers for the storage of their personal belongings while on site.
- Staff are encouraged to use these drawers for all valuables (e.g., phones, wallets, keys) during working hours.
- Pony Partnerships CIC will not accept liability for any items left unsecured, including in vehicles, communal spaces, or personal bags.
- Staff are expected to keep their drawers locked when not in use and to report any security concerns immediately to the Clinical Lead.

4. Guidance for All Individuals on Site

- Avoid bringing valuables (e.g., money, jewellery, electronic devices not required for work/therapy) onto site.
- Clearly label essential belongings such as coats, bags, or medication.
- Keep medication and personal care items with you or hand them to a designated staff member if they require secure storage (e.g., controlled medicines).
- Any lost property found on site will be retained for up to one month. After this period, unclaimed items will be disposed of or donated to charity.

5. Exceptions

Where items are required for therapeutic purposes (e.g., sensory tools, specialist equipment, or medical devices), staff will work with clients to ensure these are stored safely and used appropriately during sessions.

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY
07505951793/info@ponypartnerships.com/www.ponypartnerships.com

