

# CARE OF JEWELLERY AND PERSONAL EFFECTS

## Guidance to Members

It is very important to record all jewellery and personal effects at the time of the removal.

### Removal from a private house

When the removal is from a private house - whether the deceased is being taken to the funeral firm's premises or to a hospital mortuary - it is advisable to check with the family (if present) any preferences they may have regarding the effects. Where possible, these should be carried out at the house and a note made of what effects have been removed, to whom they were given and a signature obtained. If a police officer is present ask him/her to countersign to state what possessions were left with the body.

### Removal from a nursing home or hospital

If the removal is from a nursing home or hospital, carefully check that the list of possessions tallies with that held by the home or in the mortuary register. The personnel carrying out the removal should make a careful list of all items removed with the deceased person and sign or initial the list.

When describing jewellery, remember that most funeral directors are not qualified to describe an item as "gold" or "diamonds". It is wiser to state "yellow metal ring with stones".

When arranging the funeral, take instructions from the client as to the requirements regarding all personal effects and obtain a signature. Likewise, obtain a signature when returning jewellery or other personal effects.

The funeral director should not forget that an item of clothing may be just as important for sentimental reasons as an expensive item of jewellery. Equally, a wedding ring should not be removed without instructions.

All items removed should be kept in a safe place until returned to the client.

Clients also place items in the coffin without informing the funeral director, and care must be taken to contact the client if items are found and to obtain instructions. A final check should be made before sealing the coffin that all items have been listed and dealt with according to the client's instructions.