

# PERSONAL PROPERTY POLICY



**Help for non-English speakers** - If you need help to understand the information in this policy, please contact the office on [\(03\) 9439 9374](tel:0394399374) or email [eltham.ps@education.vic.gov.au](mailto:eltham.ps@education.vic.gov.au).

## PURPOSE

To explain Eltham Primary School's policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school.

## SCOPE

This policy applies to all school activities, including camps and excursions.

## POLICY

Eltham Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education and Training does not have insurance for personal property of staff, students and visitors. Eltham Primary School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property.

Eltham Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

If students bring items of value to school, they will be confiscated and stored securely at the Front Office until the end of the day, when the items may be collected by the student and/or parent.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
  - [Claims for Property Damage and Medical Expenses](#)

## REVIEW CYCLE

THIS VERSION FIRST ISSUED	LAST UPDATED	STATUS	DUE FOR REVIEW
2021	May 2024	This policy will be reviewed annually or as necessary due to changes in regulations or circumstances	May 2027