

	Policy Name:	Personal Property	First approved:	06-2019
			Last approved:	06-2019
	Responsible:	Principal	Review date:	06-2022
Status	New policy based on DET Template – DET Required School Council Approval not required School Council Consultation not required		Basis	DET Template

1. Purpose

- 1.1 To explain Lyndhurst 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.

2. Scope

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

3. Policy:

- 3.1 Lyndhurst Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.
- 3.2 The Department of Education and Training does not have insurance for personal property of staff, students and visitors. Lyndhurst 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.
- 3.3 Lyndhurst Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.
- 3.4 If students bring items of value to school, they may be confiscated and stored securely at the School Office until the end of the day, when the items may be collected by the student and/or parent.

4. Review:

- 4.1 This policy will be reviewed as part of the school’s three-year review cycle.
- 4.2 This policy should be communicated to the school community at least once per year.

References:

School Policy and Advisory Guide: [Personal Goods](https://www.education.vic.gov.au/school/principals/spag/governance/Pages/personalgoods.aspx)
<https://www.education.vic.gov.au/school/principals/spag/governance/Pages/personalgoods.aspx>

Sample newsletter text for communication:

“Personal property brought to school”: *Private property brought to school by students, staff or visitors is not insured and the Department nor the school, accepts any responsibility for any loss or damage. This can include mobile phones, electronic devices, expensive watches, calculators, toys, sporting equipment and cars parked on school premises. As the school and the Department do not hold insurance for personal property brought to school and has no capacity to pay for any loss or damage to such property, students are discouraged from bringing any unnecessary or valuable items to school. We ask for parent support on this issue.*