

PERSONAL PROPERTY POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: 03 9429 2950

Email: richmond.west.ps@education.vic.gov.au

PURPOSE

To explain Richmond West 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.

DEFINITIONS

For the purpose of this policy, *personal property* is defined as 'special' or 'valuable items'

Note: The Department (which includes our school) does not have accident insurance. Items of personal property that are lost, stolen or damaged at school is not the responsibility of Richmond West Primary School or the Department.

POLICY IMPLEMENTATION

Richmond West 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. Richmond West 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.

Richmond West 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 school 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:

- Included in staff induction processes and staff training
- Available publicly on our school's website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

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FURTHER INFORMATION AND RESOURCES

Related School Policies:

- Camps and Excursions Policy
- Complaints and Concerns Policy
- Digital Learning Policy
- Duty of Care Policy

The Department's Policy and Advisory Library (PAL):

- [Claims for Property Damage and Medical Expenses](#)

POLICY REVIEW AND APPROVAL

This policy will be reviewed within the school review cycle and/or updated to reflect changes in DET regulations or school circumstances.

Policy last reviewed	February 2022
Approved by	Principal
Consultation	N/A (Whole of DET Policy)
Next scheduled review date	February 2026