

# PERSONAL PROPERTY POLICY

## PURPOSE

To explain Sandringham East 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

Sandringham East 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. **Sandringham East 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.

Sandringham East 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, the class teacher will consider the best course of action, which might include:

- the parent being contacted and asked to verify whether the child had parental permission to bring the item to school/ the purpose of bringing such item to school
- the item being confiscated and stored securely at until the end of the day when the items may be collected by the student and/or parent
- the parent coming to collect the item as soon as practical

## REVIEW CYCLE

This policy was last updated on June 2020.

This policy is to be reviewed every **4 years**.