**PERSONAL PROPERTY POLICY**

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact the school office on (03) 9546 9210.

## **Purpose**

To explain Harrisfield 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**

Harrisfield 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. Harrisfield 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.

Harrisfield 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:

* Available publicly on our school’s website where applicable
* Saved on COMPASS under School Documentation
* Included in staff induction processes, staff training and child safety training processes
* Discussed at staff briefings/meetings as required
* Discussed at parent information nights/sessions where applicable
* Included as annual reference as a COMPASS notification if required
* Made available in hard copy from school administration upon request.

## **RELATED POLICIES and resources**

* the Department’s Policy and Advisory Library (PAL):
  + [Claims for Property Damage and Medical Expenses](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy)

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed | 27th July 2024 |
| Approved by | Principal |
| Next scheduled review date | February 2027 |