Personal Property Policy

Help for non-English speakers

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

03 9786 5197

PURPOSE

To explain Seaford Park 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

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

The Department of Education does not have insurance for personal property of staff, students and visitors. Seaford Park 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.

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

Staff members may confiscate personal items that children bring to school if they are concerned about them being broken or lost. In this case, the item(s) will be stored securely in the School Office and can be collected by the student and/or parent at the end of the day. Responsibility for collecting any confiscated items lies with the student and their parent/carer.

COMMUNICATION

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

- Available publicly on our school's website
- The attention of all staff is drawn to school policies at the beginning of every year through the staff handbook
- Included in transition and enrolment packs
- Hard copy available from the school office.

FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
  - Claims for Property Damage and Medical Expenses

REVIEW CYCLE AND EVALUATION

Policy last reviewed	Term 4, 2024
Consultation	School Council – December 2024
Approved by	Principal
Next scheduled review date	Term 4, 2028