

# PERSONAL PROPERTY POLICY

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## PURPOSE

To explain **Echuca Twin Rivers 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

**Echuca Twin Rivers 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. **Echuca Twin Rivers 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.

**Echuca Twin Rivers 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 may be confiscated and stored securely at **the school office or classroom teacher's area** until the end of the day, when the items may be collected by the student and/or parent.

## IMPLEMENTATION

- All staff will be made aware at the start of each year that their personal goods are not covered by insurances held by DET or the school.
- Students will be made aware each year that their personal goods are their own responsibility.
- The school will discourage students from bringing unnecessary personal items to school.
- Any items confiscated from students are the responsibility of the staff member who took the items and are to be returned to the student, to their parents or given to the principal – whichever is deemed as the most appropriate.
- Any concerns relating to personal goods owned by staff, students or visitors are to be directed to the principal.

## REVIEW CYCLE

This policy was last updated on **29/7/19** and is scheduled for review in **July 2023**.

This policy will be reviewed as part of the school's 4 year review cycle.