



# PERSONAL PROPERTY POLICY

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## Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9716 2140.

## PURPOSE

To explain Whittlesea 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

Whittlesea 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. Whittlesea 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.

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

At Whittlesea Primary School students are required to store their phones or wearable, sim enabled devices either in their locker if they have one or handed into the school administration office or classroom teacher to be placed in a lockable mobile device box/cupboard. If students bring items of value to school, they will be stored securely either in a staff office or the main 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:

- Annual reminders in our school newsletter
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings

## RELATED POLICIES AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
  - [Claims for Property Damage and Medical Expenses](#)

## POLICY REVIEW AND APPROVAL

This policy was last updated on Wednesday 5th June 2024 and is scheduled for review in June 2028.