

# PERSONAL PROPERTY POLICY

## PURPOSE

To explain Wandin North 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

Wandin North 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. Wandin North 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.

Wandin North 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 must be handed to the school office immediately upon arrival at school for secure storage at until the end of the day, when the items may be collected by the student and/or parent.

## EVALUATION AND REVIEW CYCLE

This policy was last updated in August 2021

This policy is scheduled for review in August 2025