

PERSONAL PROPERTY POLICY

RATIONALE:

Schools respect and appreciate the diversity the community holds in relation to matters of personal significance that are special or valuable items. Findon Primary School understands that staff, students and community members may sometimes like to bring items of such nature to school. Communicating responsibilities in relation to these items ensures clarity. This policy applies to all school activities, including camps and excursions.

AIMS:

To explain Findon 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.

IMPLEMENTATION:

- The Department of Education and Training does not have insurance for personal property of staff, students and visitors.
- Findon 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.
- Findon Primary School encourages staff and students **not** to bring items of value to school, or to obtain appropriate insurance for such items. If students or staff choose to bring items of value to school, they are encouraged to ensure they are locked up during the day or stored securely at the office until the end of the day, where items may be collected by the student/parent/caregiver or staff member.

COMMUNICATION:

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

- Tabled and discussed at staff briefing
- Available publicly on our school's website
- Included in staff handbook/manual
- Reminders in our school newsletter
- Discussed at parent information nights/sessions as required
- Discussed at student forums
- Hard copy available from school administration upon request

EVALUATION:

This policy will be reviewed as part of the school's three year policy and review process.

REFERENCES:

NA

