

Policy Number	Ratification Date	Reviewed	Review Date
46	Nov 2019	Nov 2019	Nov 2022



PERSONAL PROPERTY POLICY

Purpose

To explain Elsternwick 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

Elsternwick Primary School (EPS) 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. EPS 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.

EPS 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 will be confiscated and stored securely at the general office until the end of the day, when the items may be collected by the student and/or parent. While EPS is not responsible for student's mobile phones, if a student brings a mobile device to school for the purpose of safe travel to/from school it will be stored in a secure location in the general office from 9:00am and returned to students at 3:30pm.

Review cycle

This policy was last updated on November 2019 and is scheduled for review in November 2022.