



PERSONAL PROPERTY POLICY

PURPOSE

To explain Port Phillip Specialist School 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

Port Phillip Specialist 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. Port Phillip Specialist 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.

Port Phillip Specialist 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 will be removed and stored securely at the School Office until the end of the day, when the items may be collected by the student and/or parent.

REVIEW CYCLE

This policy was last updated on June 2018 and is scheduled for review in June 2020.

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| School Name / Department 5145 | | Policy name – Personal Property | | Policy Ref. Number | |
| Owner: Port Phillip Specialist School | Approved by: School Council | Date: July 2018 | Version 4 | Page 1 of 1 | |