



PERSONAL PROPERTY POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office

PURPOSE

To explain Diamond Creek 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.

This policy applies to all school activities, including camps and excursions.

POLICY

Diamond Creek 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. Diamond Creek 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.

Diamond Creek Primary School encourages staff and students not to bring items of value to school, or if they do bring such items to school to obtain their own appropriate insurance for them.

If students bring precious items of value to school, they may be confiscated and stored securely with the classroom teacher until the end of the day, when the items may be collected by the student and/or parent.

IMPLEMENTATION

- All staff will be made aware at the start of each year that their personal goods are not covered by insurances held by DET or the school.
- Staff will be provided with a locker or lockable cupboard for smaller personal items and valuables.
- Students will be made aware each year that their personal goods are their own responsibility.
- The school will discourage students from bringing unnecessary personal items to school.
- Any items confiscated from students are the responsibility of the staff member who took the items and are to be returned to the student, to their parents or given to the principal – whichever is deemed as the most appropriate.
- Any concerns relating to personal goods owned by staff, students or visitors are to be directed to the principal.

COMMUNICATION

This policy may 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
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	26-07-22
Approved by	Principal
Next scheduled review date	26-07-26