



## Personal Property Policy

### **PURPOSE**

To explain Narre Warren 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**

Narre Warren 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. Narre Warren 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.

Our school encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

Students and staff bring items of value to school at their own risk. Expensive items brought to school by students will be confiscated and stored securely at the office until the end of the day, when the items may be collected by the student and/or parent.

### **REVIEW CYCLE**

This policy will be reviewed as part of our 3 year cycle.

Ratified by School Council: 10<sup>th</sup> March 2020