



# PERSONAL PROPERTY POLICY

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## PURPOSE

To explain Altona 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 events and activities, including camps and excursions.

## POLICY IMPLEMENTATION

Altona Primary School understands that staff, students and/or visitors may sometimes bring items of personal property to school.

The Department of Education and Training (DET) does not have insurance for personal property of staff, students and visitors. Altona 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.

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

The following guidelines apply to this policy:

- This policy will be made publicly available on our school website;
- Altona Primary School will periodically bring this policy to the attention of staff and parents through regular communication channels (newsletters, meetings, etc). (Department policy requires schools do to this at least once a year).

## FURTHER INFORMATION AND RESOURCES

[Claims for Property Damage and Medical Expenses](#)

## EVALUATION AND REVIEW

This policy will be reviewed as part of the school's review cycle and/or if circumstances and regulations change.