



# PERSONAL PROPERTY POLICY

## PURPOSE

To explain Berwick Lodge 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

Berwick Lodge 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. Berwick Lodge 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.

Berwick Lodge Primary 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 confiscated and stored securely with the classroom teacher in a locked draw until the end of the day, when the items may be collected by the student and/or parent.

## COMMUNICATION

This policy will 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	March 2022
Approved by	Principal
Next scheduled review date	March 2025



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9709 6700.