

Personal Property Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Malvern Central School on 03 8823 9500 or malvern.cen@education.vic.gov.au.

PURPOSE

To explain Malvern Central 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

Malvern Central 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. Malvern Central 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.

Malvern Central 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 or personal sporting equipment such as soccer balls and tennis racquets, they will be asked to store them in their bags. However, the school will provide secure storage at the student's request until the end of the day when the items can be collected by the student and/or parent. Secure storage is storage that cannot be readily accessed by those without permission to do so.

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 (or insert other online parent/carer/student communication method)
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- 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	25 th February 2024
Approved by	Principal
Next scheduled review date	February 2028