

Personal Goods Policy

- Personal property is often brought to school by students, staff and visitors. Such items may include wallets and handbags, mobile phones, toys, musical instruments, cars, i-Pads or a wide variety of other items and equipment. Personal items are not insured by the Department of Education and Training nor by the school. Their loss or damage is the responsibility of the owner.

Aims

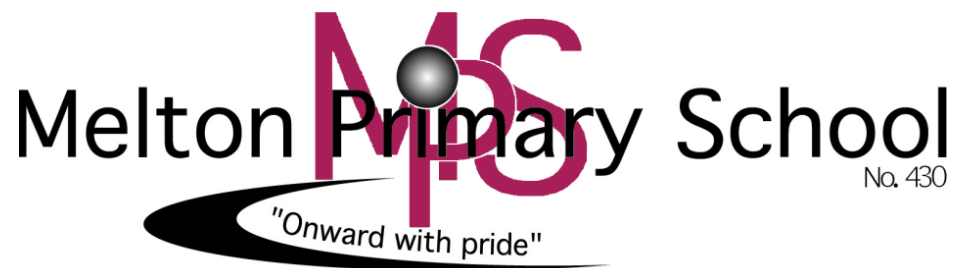
- To ensure that people who choose to bring personal assets to school do so with the full knowledge that neither the Department of Education and Training nor the school will accept liability for their loss or damage.

The school will

- Ensure staff are reminded that their personal property is not covered by insurances held by Department of Education and Training or the school, by means of this information being placed in the policies folder on the Staff Share Drive located on the school Curriculum Server.
- Ensure staff are provided with a lockable filing cabinet/keys to a lockable cupboard for smaller personal items.
- Ensure students and parents will be made aware each year that their personal goods are not covered by insurances held by Department of Education and Training or the school, by means of the school newsletter.
- Ensure 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.
- Pass on any concerns relating to personal goods owned by staff, students or visitors to the principal.
- Inform parents that the school discourages students from bringing unnecessary personal items to school.

Parents will

- Be encouraged to discuss with their children the school discourages students from bringing unnecessary personal items to school.
- Notified if their child has brought something to school that they should not have



Evaluation

This policy will be reviewed as part of the school's three-year review cycle.
Ratified at school council on 16th March 2022