

Personal Property Policy

Background

Huntingdale Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.

Purpose

To ensure:

- Huntingdale Primary School explains its policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school.
- Are compliant with relevant DET and OHS policies.
- Implement DET's Values of Accountability, Human Rights, Impartiality, Integrity, Leadership, Respect and Responsiveness.

Implementation

- The Principal has the overall responsibility of implementing this policy.
- This policy applies to all school activities, including camps and excursions.
- The Department of Education and Training (DET) does not have insurance for personal property of staff, students and visitors.
- Huntingdale 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.
- Staff should ensure that any personal property retained in classrooms (e.g., books, resources) is relevant to their current teaching role and stored safely. OHS principles taken into account (e.g.; electrical items need to be tagged and tested). Any resources not being used should be taken home.
- Huntingdale 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 stored securely at the school office until the end of the day, when the items may be collected by the student and/or parent.
- The school will place reminders of this policy in the newsletter and put this policy on the school website.

Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

Document Status

Reviewed	School Council Ratification	Next Review
22 October 2019- Education & Future Directions sub-committee	N/A	October 2021
8 March 2021- Principal	N/A	March 2024

