

Personal Property Policy



HELP FOR NON-ENGLISH SPEAKERS

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

PURPOSE

To explain Huntingdale 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 and implement DE's Values of Accountability, Human Rights, Impartiality, Integrity, Leadership, Respect and Responsiveness.

SCOPE

This policy applies to all school activities, including camps and excursions.

POLICY

Huntingdale 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. 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.

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

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.

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Included in staff induction processes
- Included in our staff handbook/Key Documents Folder
- 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	June 2024 October 2021 October 2019
Approved by	Principal
Next scheduled review date	June 2027