

## POLICY

# Personal Property

### Purpose:

To explain Sunshine Special Developmental Schools (SDS) 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:

Sunshine SDS understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education and Training (DET) does not have insurance for personal property of staff, students and visitors. Sunshine SDS 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.

Sunshine SDS encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

Staff are provided with lockable cupboards and/or filing cabinets in each classroom/workspace for the storage of personal items.

The staff car park is fenced and locked from visitors between the hours of 9:25am and 2:30pm. Staff cars are parked on the school grounds at the owner's own risk. Sunshine SDS and the Department of Education will not accept responsibility for damage, accident or loss. Staff are able to park in the surrounding streets, please refer to council signage for parking limits.

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.

Contractors at the school must have Public Liability Insurance in an amount no less than \$10 million.

Any concerns relating to personal goods owned by staff, students or visitors are to be directed to the principal.

### References:

DET Policy Portal

<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=61>

## REVIEW CYCLE

This policy was last updated on 14<sup>th</sup> May, 2020 and is scheduled for review in May 2023.  
This policy will also be updated if significant changes impact on the relevance of the content.

**Version:** Final

*'Sunshine SDS is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices heard about decisions that affect their lives'.*

