

## Personal Property

### Rationale:

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, iPad or a wide variety of other items and equipment. All personal items are uninsured by the Department of Education and the school, and their loss or damage will generally be the responsibility of the owner.

### Aim:

To ensure that all people who choose to bring personal assets to school do so with the full knowledge that the Department of Education or the school will generally not accept liability for their loss or damage.

### Implementation:

- All staff will be made aware each year that their personal goods are not covered by insurances held by Department of Education or the school, by means of this information being placed in the General Information booklet and/or staff bulletins and/or via this policy which is available to all staff via SharePoint.
- 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.
- Students and parents will be made aware each year that their personal goods are not covered by insurances held by Department of Education or the school, by means of this information being placed in newsletters as appropriate.
- The school will discourage students from bringing unnecessary personal items to school.
- 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:

School Equipment Coverage Scheme DET Victoria

<http://www.education.vic.gov.au/school/principals/spag/finance/Pages/equipment.aspx>

School Councils and Contractors

<http://www.education.vic.gov.au/school/principals/spag/governance/pages/contractors.aspx>

**Version:** Final

Ratified at School Council: **19/09/2017**

Review Date: **19/09/2020**

*'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'.*

