



# PERSONAL PROPERTY POLICY

## Purpose

To explain Cranbourne South Primary School (CSPS) 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

CSPS 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. CSPS 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.

CSPS 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 confiscated and stored securely at CSPS 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 our school's [website](#)
- Reminders in iNewsletters and Compass
- Included in staff induction processes
- Included in staff handbook
- Made available in hard copy from school administration upon request

## Further Information and Resources

The Department's Policy and Advisory Library (PAL):

- [Claims for Property Damage and Medical Expenses](#)

## Help for non-English speakers

If you need help to understand the information in this policy please contact CSPS office personnel and/or Principal.



## Review Cycle and Evaluation

This policy will be reviewed as part of DET's recommended review cycle.

## Due for Review

September 2024

## Mandatory Consultation

Consultation Group	Date Consulted
School Council Policy Sub Committee	11th August 2021
Staff	Staff information booklet update: 5th September 2021
Parents	iNewsletter, Term 4, 2021
Student leadership groups	Forums and meetings throughout Term 4, 2021

## Certification

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School on September 8, 2021.

Signed:

A handwritten signature in blue ink, appearing to read "John R.", is written over a horizontal dashed line.

Principal

Signed:

A handwritten signature in blue ink, consisting of a stylized, cursive name, is written over a horizontal dashed line.

School Council President