



PERSONAL PROPERTY POLICY

Purpose

To explain Cranbourne South 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.

Scope

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

Policy

Cranbourne South 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. Cranbourne South 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.

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

Relative to BYOD/E (Bring Your Own Device/Equipment) eg. headphones, students are responsible for such items they bring to school and/or purchased through the annual Book List/Stationery items. Neither the Department nor the school is responsible if any student's personal item/property is lost, stolen or damaged.

If students bring items of value to school, they will be confiscated and stored securely either in the classroom office or at the main administration 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 our school's website
- Reminders in iNewsletters and Compass
- Included in staff induction processes
- Included in staff handbook
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request



Help for non-English speakers

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

Review Cycle and Evaluation

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

Mandatory Consultation

Consultation Group	Date Consulted
School Council Policy Sub Committee	Twice term
Staff	Staff Meetings, Staff Inductions and Staff Booklet
Parents	Regularly via Newsletter/Compass
Student leadership groups	As required

Due for Review

November 2026

Certification

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School on Wednesday 15th November 2023.

Signed:

Principal

Signed:

School Council President