**PERSONAL PROPERTY POLICY**

**Help for non-English speakers:** If you need help to understand the information in this policy please contact the school on 98398800 / 97363650.

## **Purpose**

To explain Yarra Hills Secondary College 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**

Yarra Hills Secondary College 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. Yarra Hills Secondary College 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.

Yarra Hills Secondary College 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 can submit these to the School Office where they will be securely stored 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:

* Reminders in our school newsletter
* Available publicly on our school’s website
* Included in staff handbook/manual
* Noted at staff briefings/meetings as relevant
* Included in transition and enrolment packs, and noted at parent information nights/sessions as relevant
* 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](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy)

**POLICY REVIEW AND APPROVAL**

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| --- | --- |
| Policy last reviewed  | October 2021 |
| Approved by  | Principal  |
| Next scheduled review date  | By 2025 |