The School for Student Leadership

Personal Property Policy

HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact The School for Student Leadership on 03 5154 8552 or alpine.school.snowy.river@education.vic.gov.au.

PURPOSE

To explain The School for Student Leadership'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 expeditions and excursions.

POLICY

The School for Student Leadership understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education does not have insurance for personal property of staff, students and visitors. The School for Student Leadership 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.

The School for Student Leadership 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 the campus's office until the student departs or when the items are collected by a parent / carer.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes.
- Published on our website
- Made available in hard copy from school administration upon request.

FURTHER INFORMATION AND RESOURCES

The department's Policy and Advisory Library: Claims for Property Damage and Medical Expenses

POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 4, 2024
Approved by	Principal
Next scheduled review date	Before Term 1, 2028