



# Personal Property Policy

## PURPOSE

To explain Officer 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

Officer 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. Officer 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.

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

If students bring items of value to school, they will be confiscated and stored securely at the School Office in the Strongroom until the end of the day, when the items may be collected by the student and/or parent.

## REVIEW PERIOD

This policy was last updated in **December 2019** and is scheduled for review in **December 2022**