

Personal Property Policy

Responsibility All school community members

Endorsed by Council February, 2020

Due for Review February, 2023



Purpose	To explain Berwick Fields 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	<p>Berwick Fields Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate personal insurance for such items.</p> <p>The Department of Education and Training does not have insurance for personal property of staff, students and visitors. Berwick Fields 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.</p> <p>Berwick Fields Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.</p> <p>If students bring items of value to school, they will be handed to the office and stored securely in a lockable filing cabinet at the office the end of the day, when the items may be collected by the student and/or parent.</p> <p>If students bring items of value to a non-school based activity such as a camp or excursion the items of value be confiscated and stored in a secure location as determined by the student's teacher until the end of the activity, when the items may be collected by the student and/or parent.</p>
Related policies	<ul style="list-style-type: none">• <i>Mobile Phone Policy</i>• <i>Camps and Excursions Policy</i>