



## PERSONAL PROPERTY POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

### PURPOSE

To explain Carlton Gardens Primary 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

Carlton Gardens 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. Carlton Gardens 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.

Carlton Gardens 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 may be confiscated and stored securely the office until the end of the day, when the items may be collected by the student and/or parent.

### RELATED POLICIES AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
  - [Claims for Property Damage and Medical Expenses](#)

### POLICY REVIEW AND APPROVAL

Policy last reviewed	2024
Approved by	Principal
Next scheduled review date	2028

