

## 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 Lake Bolac College'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

Lake Bolac College 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. Lake Bolac 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.

Lake Bolac 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 will be confiscated and stored securely at the office 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:

- Compass

### RELATED POLICIES AND RESOURCES

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

### REVIEW CYCLE

This policy was last reviewed and approved by school council in July 2022 and is scheduled for evaluation and review in July 2024.

### APPROVAL

Created date	Friday 1 <sup>st</sup> July 2022
Endorsed by	Giselle Allgood, Principal
Endorsed on	Tuesday 19 <sup>th</sup> July 2022
Next review date	July 2024

