

POLICY TITLE: ENPS Personal Property Policy

DATE RATIFIED: May 2018

REVIEW DATE: 2022

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement
with the World

Academic Excellence

Inclusive Learning
Environment

Personal and Social
Wellbeing

RATIONALE

Essendon North Primary School understands that staff and/or students may sometimes like to bring items of personal property to school. It is therefore important to ensure that all staff, parents, carers and students that your school is not responsible for loss and/or damage to personal property that is brought to school.

THEORY OF ACTION

If the policy for personal property is communicated on enrolment and then annually, **then** all staff, parents/carers and students will understand their responsibility and liability for their own personal property .

PURPOSE

This policy outlines the responsibilities in relation to personal property and to ensure that special or valuable items of personal property are not brought to school. This policy applies to all school activities, including camps and excursions.

IMPLEMENTATION

The Department of Education and Training does not have insurance for personal property of staff, students and visitors. Essendon North 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.

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

If it is identified that students have items of value at school, they will be stored securely at the school office until the end of the day, when the items may be collected by the student or parent/carer.

RESPONSIBILITIES

The role of the Principal:

Principals must inform parents/carers and students at enrolment, and remind them annually, that private property brought to school by students is not insured by the school or covered by school insurance, and that it is not the responsibility of the Department if that property is lost, stolen or damaged.

- Insurance - Schools that operate 1to1 learning programs may like to consider obtaining separate insurance coverage for devices through the Department's insurance arrangements through the VMIA.

The role of Parents/Carers:

- Parents/carers are encouraged to obtain personal insurance for electronic devices purchased for school use.
- Parents/carers are encouraged to clearly name and label personal property which is brought to school.
- Parents/carers are dissuaded to send items of monetary or personal value to school.

EVALUATION

This policy will be reviewed during 2022 or earlier if required, in conjunction with the Victorian DET's policies.

References

DOCUMENT HISTORY

Version	Effective Date	Owner	Description of change
1	May 2018	ENPS Executive Team	Developed in accordance with DET Personal Property Policy

* Information on revisions and new versions to be added to the top of the table, therefore the most recent is always on top.