



PERSONAL PROPERTY POLICY



Help for non-English speakers

If you need help to understand this policy, please contact Rushworth P-12 College on 5856 1230

PURPOSE

To explain Rushworth P-12 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

Rushworth P-12 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. Rushworth P-12 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.

Rushworth P-12 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, it may be confiscated and stored securely at the General Office until the end of the day, when the items may be collected by the parent, or returned to the student with parent permission.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Available publicly on our school's website

- Included as annual reference in school newsletter
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

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	May 2024
Consultation	Principal
Approved by	Principal
Next scheduled review date	Before May 2027