



Cranbourne East Primary School

PERSONAL PROPERTY POLICY

PURPOSE

To explain Cranbourne East 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

Cranbourne East Primary School 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. Cranbourne East 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.

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

It is expected that some students may bring items of value to school, such as mobile devices and bikes/scooters. These items will be managed in the following way:

- All students are expected to hand in mobile devices to be stored securely at the office for the duration of the school day (see Cranbourne East Primary School Personal Mobile Devices Policy).
- Students riding bikes/scooters to school are expected to secure these in the Bike Shed which will be locked between the hours of 9am-3pm. Additionally, students are recommended to use a personal lock to ensure the security of their property. It is the responsibility of students and/or parents to ensure all bikes/scooters are collected at the end of each day as security cannot be ensured overnight.

REVIEW CYCLE

This policy was last updated and approved by School Council on 23rd October 2019 and is scheduled for review in June 2021.