



PERSONAL PROPERTY POLICY



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Irymple Secondary College Ph 5024 5407 or email irymplesc@education.vic.gov.au

PURPOSE

To explain Irymple Secondary 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

Irymple Secondary 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. Irymple Secondary 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.

Irymple Secondary College encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

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 <http://www.irysec.vic.edu.au/>
- Referred to our website in transition and enrolment packs.
- 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	April 2023
Approved by	Principal
Next scheduled review date	April 2027