



MALVERN VALLEY PRIMARY SCHOOL **PERSONAL PROPERTY POLICY**

RATIONALE

Valuable items, or those that have significant personal value, should not be brought to school. Any such items are at risk of damage, being lost, or theft. The occurrence of any of these would likely cause distress to the individual, and potentially tension between any involved parties, and is therefore best avoided. This policy applies to all school activities, including camps and excursions.

AIMS

To ensure that special or valuable items of personal property are not brought to school.

IMPLEMENTATION

Staff and parents:

- 1.1 Malvern Valley Primary School understands that staff and/or students may sometimes bring items of personal property to school. However, the Department of Education and Training does not have insurance for personal property of staff, students and visitors. Malvern Valley 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.
- 1.2 Malvern Valley Primary School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.
- 1.3 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.
- 1.4 Students who choose to bring valuable items to school may ask the teacher to store them and the teacher will take reasonable actions to store the items securely, however, this does not translate responsibility to the teacher.
- 1.5 If students are bringing mobile phones to school, they must be handed in at the front office at the beginning of the school day. Phones will be signed in by students and kept in a box in the office. Students can sign out their phone and pick it up at the end of the school day.
- 1.6 Staff should be mindful of the personal property they bring to school, ensuring anything is stored securely in a locked drawer within the classroom, or kept in the office building.

REFERENCES

School Policy Advisory Guide: Personal Property Policy

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

APPENDIX

Nil

RATIFIED BY SCHOOL COUNCIL: 2018
TO BE REVIEWED: 2021