

# PERSONAL GOODS

## POLICY

### Rationale:

- Personal property is often brought to school by students, staff and visitors. Such items may include wallets and handbags, mobile phones, toys, musical instruments, cars, ipads or a wide variety of other items and equipment. All personal items are uninsured by the Department of Education and the school, and their loss or damage will generally be the responsibility of the owner.

### Aims:

- To ensure that all people who choose to bring personal assets to school do so with the full knowledge that the Department of Education or the school will generally not accept liability for their loss or damage.

### Implementation:

- All staff will be made aware each year that their personal goods are not covered by insurances held by Department of Education or the school, by means of this information being placed in the Staff Information manual.
- Staff will be provided with a lockable filing cabinet for smaller personal items.
- Students and parents will be made aware each year that their personal goods are not covered by insurances held by Department of Education or the school, by means of this information being placed in annual Student Information booklets and in newsletters as appropriate.
- The school will discourage students from bringing unnecessary personal items to school.
- Any items confiscated from students are the responsibility of the staff member who took the items, and are to be returned to the student, to their parents or given to the principal – whichever is deemed as the most appropriate.
- Any concerns relating to personal goods owned by staff, students or visitors are to be directed to the principal.

### Evaluation:

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

This policy was last ratified by School Council on....

**February 2015**