

# PERSONAL PROPERTY POLICY

## PURPOSE

To explain Carrum Downs 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

Carrum Downs 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. Carrum Downs 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.

Carrum Downs Secondary 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, they will be confiscated and stored securely at the House office until the end of the day, when the items may be collected by the student and/or parent.

## COMMUNICATION

This policy will be available on Carrum Downs Secondary College's website <https://cdsc.vic.edu.au/>, so that parents and other members of the school community can easily access information about Carrum Downs Secondary College's policies and procedures.

## 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	July 2022
Approved by	Principal
Next scheduled review date	July 2025