



Buchan Primary School

PERSONAL PROPERTY POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Buchan Primary School on 03 5155 9241 or buchan.ps@education.vic.gov.au

PURPOSE

To explain Buchan 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

Buchan 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. Buchan 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.

Buchan Primary School 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 and staff are aware, they will be confiscated and stored securely at the School Office until the end of the day, when the items may be collected by the student and/or parent.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Annual reminders in our school newsletter or via School Stream
- Available publicly on our school's website
- Hard copy available 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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2024
Consultation	Consultation on this policy was carried out on the 18/11/2024 with School Council. School community via the T4W4 2025 newsletter Policy uploaded on school website
Endorsed by	Acting Principal & School Council
Endorsed on	18/11/2024
Next review date	18/11/2026