



PERSONAL PROPERTY POLICY

PURPOSE

To explain Hamlyn Banks 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

Hamlyn Banks 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. Hamlyn Banks 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.

Hamlyn Banks Primary School discourages staff and students from bringing items of value to school, or to obtain appropriate insurance for such items if they choose to do so.

If students bring items of value to school, they may be confiscated by any member of staff 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.

REVIEW CYCLE

This policy was last updated on May 2020 and is scheduled for review in May 2024.