



PERSONAL PROPERTY POLICY

Policy 2019-2023



Help for non-English speakers

If you need help to understand this policy, please contact Glenroy College on 9304 0400

Purpose:

To explain Glenroy 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:

Glenroy 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. Glenroy 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.

Glenroy 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 may be confiscated and stored securely at the General Office until the end of the day, when the items may be collected by the student and/or parent. Each item stored in the general office will be recorded on the register containing confiscated mobile phones, listing the item, the student's name and the confiscating teacher's name.

Communication:

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

- Included in staff induction processes
- *Discussed at staff briefings or meetings, as required*
- Included in our staff policy handbook
- Made available in hard copy from school administration upon request
- *Uploaded to our school website*

Policy Review and Approval:

Policy last reviewed	November 2019
Approved by	Principal and School Council
Next scheduled review date	November 2023