



## Personal Property Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact a member of the Leadership Team.

### Purpose

To explain APC'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

APC 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. APC 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.

APC 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 reception until the end of the day, when the items may be collected by the student and/or parent.

### Related Policies and Procedures

- The Department's Policy and Advisory Library (PAL):
  - [Claims for Property Damage and Medical Expenses](#)
- Related APC information:
  - Student accident insurance, ambulance cover arrangements and private property (document is sent out to parents annually)



### Evaluation

This policy and procedure will be reviewed on a 3-4 year cycle.

Date implemented	1 June 2022
Responsibility	Foundation Principal
Endorsed by	Principal Team
Date reviewed	1 June 2022
Next review date	June 2026
Version control	v.1 (current)