



CRANBOURNE WEST
SECONDARY COLLEGE

POLICY

PERSONAL PROPERTY



Help for non-English speakers

If you need help to understand this policy, please contact 03 9770 7200.

PURPOSE

To explain Cranbourne West 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

Cranbourne West 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. Cranbourne West 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.

Cranbourne West 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 Admin 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:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
- [Claims for Property Damage and Medical Expenses](#)

Approval and review

<i>Policy last reviewed</i>	<i>February 2024</i>
<i>Approved by</i>	<i>Principal - Rob Duncan</i>
<i>Next review date</i>	<i>February 2025</i>