



# PERSONAL PROPERTY POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact Gembrook Primary School.

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## PURPOSE

To explain Gembrook 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

Gembrook Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education does not have insurance for personal property of staff, volunteers, students and visitors. Gembrook 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.

Gembrook 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 such as, mobile phones or iPads etc, 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. This includes mobile phones and other electronic devices.

Mobile phones and other electronic devices are not allowed at school during the school day. This is covered under a separate policy: <https://www.gembrookps.vic.edu.au/wp/wp-content/uploads/2023/05/Mobile-phones-policy-2023.pdf>. If devices are sent to school with parent knowledge, they must be handed into the school office. Alternately, the device will be taken to and the school office and stored securely until collected at the end of the school day.

## COMMUNICATION

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

- Included in staff induction processes and staff training.
- Available publicly on our school's website.
- Discussed at staff briefings/meetings as required.



- Discussed at parent information nights/sessions.
- Reminders in our school newsletter.
- Hard copy available from school administration upon request.

## RELATED POLICIES AND RESOURCES

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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	2023
Approved by	Principal
Next scheduled review date	2027