

PERSONAL PROPERTY POLICY

PURPOSE

To explain Keilor Downs 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

Keilor Downs 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. Keilor Downs 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.

Keilor Downs College encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

Inappropriate use of technology, such as mobile phones, may see them confiscated and stored securely at the General Office until the end of the day, when the items may be collected by the parent.

REVIEW CYCLE

This policy was last updated on **June 2019** and is scheduled for review in **June 2022**.