



ELTHAM HIGH SCHOOL

POLICY DOCUMENT

Personal Property



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office at 03 9430 5111.

PURPOSE

To explain Eltham High 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 STATEMENT

Eltham High School 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. Eltham High 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.

Eltham High School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

GUIDELINES FOR IMPLEMENTING THE POLICY

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

- Annual reminders in our school newsletter
- Available publicly on our school's website (or insert other online parent/carer/student communication method)

RELATED POLICIES

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

REVIEW

This policy should be reviewed every 3 years.

Date Endorsed: March 2023

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:

Policy last reviewed	March 2023
Approved by	Vincent Sicari
Next scheduled review date	March 2026

This policy was written by: Lucinda Blackburne

Consultation has taken place with the relevant group(s) in the following list:

Group	Consultation ✓
School Operations Committee	
Staff	
Students (randomly selected group)	
Parents (randomly selected group)	
Members of the Community	
Other (where relevant please specify)	
Planning and Policy Review Team of Council (Mandatory)	✓
School Council (Mandatory)	✓

PROCESS FOR POLICY DEVELOPMENT AND REVIEW

The Policy is developed or reviewed by the Policy Writer or Policy Writing Team using the agreed "Policy Template"

The policy is presented to the Planning and Policy Review Team

Relevant groups are consulted in relation to the policy by the Policy Writer / Policy Writing Team

Feedback is addresses by the Policy Writer /Policy Writing Team

The policy is re-presented to the Planning and Policy Review Team

Approved

The policy is presented to the School Council for endorsement

The policy is endorsed by the School Council

Further Clarification

Additional Feedback

Re-presented

