

# Personal Property Policy



## Help for non-English speakers

If you need help to understand this policy, please contact the school on 9393 58

## Purpose |

- To explain Bayside P-12 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 |

- Bayside P-12 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. Bayside P-12 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.
- Bayside P-12 College encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

## Communication |

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

- Annual reminders in our college update
- Available publicly on our college website and COMPASS
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from campus administration upon request

## Review and related resources |

- This policy will be reviewed as part of the college's three-year review cycle or if guidelines change (review due April 2026)
- DET Policy and Advisory Library (PAL):
  - [Claims for Property Damage and Medical Expenses](#)



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## Policy and Approval |

**Consultation** | College Council & Student Representative Group

**Date of approval by College Council** | May 2023

**Review Date** | May 2026

