



Help for non-English speakers

If you require assistance with understanding this policy, please do not hesitate to contact the College and someone will organise a multicultural aide or the relevant person to assist you.

PURPOSE

Mount Ridley P-12 College understands that staff, students and parents/carers may like to bring personal property to the College.

This policy sets out responsibility in relation to loss and/or damage to personal property that is brought to the College.

SCOPE

The Department of Education and Training (DE) does not have insurance for personal property of staff, students or visitors and is not responsible for loss and/or damage to personal property that is brought to any school. This policy applies to all school activities, including camps and excursions.

POLICY

Mount Ridley 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 (DE) does not have insurance for personal property of staff, students and visitors. Mount Ridley 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.

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

Staff and students choosing to bring items of value to the College are responsible to look after the item/s while at school. Appropriate insurance for such items (iPads, computers, musical instruments, etc.) should be obtained.

Please refer to the Mobile Phone Use Policy regarding mobile phone use by students at the college and the process undertaken if such a device is confiscated.

COMMUNICATION

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
- 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 school administration upon request

RELATED POLICIES AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2025
Approved by	Principal
Next scheduled review date	2028