

PERSONAL PROPERTY POLICY

1. Preamble

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

2. Rationale

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

3. Guiding Principles

The Department of Education and Training (DET) 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.

4. Implementation

- In line with DET guidelines, Mount Ridley P – 12 College does not take responsibility for items of personal property that are lost, stolen or damaged at the College or during College activities.
- Damage to personal property brought to the College is the responsibility of the owner of that property.
- Mount Ridley P – 12 College does not encourage staff and students to bring items of value to the College or College activities. If they do, they are encouraged 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.

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 through 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 school administration upon request

5. Evaluation

As part of the College review cycle this policy will be reviewed every three years or when changes are made to DET guidelines.

Date policy ratified: May 2022

Date of next review: 2025