



# Personal Property Policy

2023

## PURPOSE

To explain Seabrook Primary 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

Seabrook Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education does not have insurance for personal property of staff, students and visitors. Seabrook Primary 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.

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

If students bring items of value to school, they should be stored securely in teachers lockable cabinet, until the end of the day, when the items may be collected by the student and/or parent.

## 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	April 2023
Approved by	Principal
Next scheduled review date	April 2027