



Bethanga Primary School

Personal Property Policy

Purpose

To explain Bethanga 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

Bethanga Primary 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. Bethanga 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.

Bethanga Primary School 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:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- 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

This policy was approved by the Principal in September 2024

This Policy has a recommended review cycle of 3-4 years. It is due for review in September 2027