
Personal Property Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Saltwater P-9 College on 03 8366 7700 or saltwater.p9.co@education.vic.gov.au.

PURPOSE

To explain Saltwater P-9 College's policy in relation to personal property and to ensure that special or valuable items are not brought to school unless necessary and with appropriate precautions in place.

SCOPE

This policy applies to all school activities, including camps, excursions, and off-site learning programs.

POLICY

Saltwater P-9 College understands that staff and students may sometimes need or wish to bring items of personal property to school.

The Department of Education and Training does not provide insurance for personal property belonging to staff, students, or visitors. As such, Saltwater P-9 College does not accept responsibility for any personal items that are lost, stolen, or damaged at school or during school-related activities. Claims for the reimbursement of the cost of a personal item/property brought to school will not be paid by the school. The responsibility for such items rests solely with the student and their parents/guardians, including providing appropriate safety measures such as bike locks, screen protectors, and iPad covers.

Students and staff are strongly discouraged from bringing valuable or sentimental items to school. If valuable items must be brought for educational purposes, they should be given to the child's teacher or Assistant Principal for safekeeping during the school day. To prevent loss, all personal items brought to school should be clearly labelled with the student's full name.

If students bring unauthorised items of value to school or use personal items in a way that disrupts the learning environment, the items may be confiscated and stored securely by a staff member. Depending on the item, confiscated items may only be returned to a parent or guardian, rather than directly to the student, as deemed appropriate by the Principal or Principal's delegate. Parents and guardians will be contacted by a staff member to arrange an appropriate time for collection.

Mobile phones and other electronic devices must be managed in accordance with the school's Mobile Phone Policy and ICT Agreement.

POLICY REVIEW AND APPROVAL

Policy last reviewed	30.05.2025
Approved by	Principal
Next scheduled review date	Before March 2027