



PERSONAL PROPERTY

PURPOSE

To explain the Northern School for Autism'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

Northern School for Autism 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. Northern School for Autism 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.

Northern School for Autism 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 will be confiscated and stored securely in the Leadership Team office until the end of the day, when the items may be collected by the student and/or parent.

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 (or insert other online parent/carer/student communication method)
- Included in staff handbook/manual
- 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](#)

Reservoir Campus
16-18 Gertz Ave
Reservoir Vic 3073
Phone: 03 9462 5990

Lalor Campus
2 - 4 Lyndon Street
Lalor Vic 3075
Phone: 03 9464 3480

northern.sch.autism@education.vic.gov.au
<http://www.northernautism.vic.edu.au>

POLICY REVIEW AND APPROVAL

This policy format was developed in July 2021. This policy was last updated in August 2021 and is scheduled for review in August 2023.

This policy was approved by the Principal on 12th August 2021.

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