

## Purpose

To explain *Mildura Senior College and Mildura English Language Centre (College)* 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

The College 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. The College 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.

The College encourages staff and students not to bring items of value to school, however if they choose to, they should obtain appropriate insurance for such items.

- **Mildura English Language Centre:** If students bring items of value to school, they will be confiscated and stored securely at Assistant Principals office until the end of the day, when the items may be collected by the student and/or parent.
- **Mildura Senior College:** If students bring items of value to school, they will be responsible for the care of any such items and the College will not be responsible for any lost or damaged items.

## Resources

This policy should be read in conjunction with the following Department policies and guidelines:

- [Personal Goods](#)

The following College policies are also relevant to this policy:

- 1.03 Camps and Excursions Policy
- 1.11 Digital Technologies

## Review and Evaluation

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|---------------------------------------------|-------------------------|-----------------------|----------------------|
| <i>Ratified by:</i>                         | <i>College Council</i>  | <i>Ratified date:</i> | <i>29.04.2020</i>    |
| <i>Document Owner:</i>                      | <i>Business Manager</i> | <i>Reviewed date:</i> | <i>01.04.2023</i>    |
| <i>S:\Admin\Policy Docs\Policy Register</i> |                         | <i>Review Cycle:</i>  | <i>Every 3 years</i> |
| <i>Principal Approval:</i>                  |                         |                       |                      |

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## APPENDIX A

**Sample newsletter text:** *REMINDER – the Department (which includes our school) does not have accident insurance. Items of personal property that are lost, stolen or damaged at school is not the responsibility of Mildura Senior College and Mildura English Language Centre (College) or the Department. Staff and students are reminded not to bring items of value to school.*

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