



PERSONAL PROPERTY POLICY

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Authorised by:
Principal

Approved by School Council:
16.11.22

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Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College.

Purpose:

To explain Horsham College's policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school and that staff and families are encouraged to obtain insurance for items that are required for use at school.

Scope:

This policy applies to all school activities, including camps and excursions.

Policy:

Horsham College understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education and Training (DET) does not have insurance for personal property of staff, students and visitors. Horsham 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.

Horsham College encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

Horsham College encourages families to obtain personal insurance for electronic devices (such as laptops) that are required for use at school.

Students are reminded to lock their bikes at the designated bike racks to ensure they are not damaged. Horsham College does not take responsibility for any damage or theft of bikes that are brought to school.

Communication

This policy will be communicated to our school community in the following ways:

- available publicly on school website
- 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](#)

Review Cycle

This policy will be reviewed in accordance with the Policy Review Schedule