



Help for non-English speakers

If you need help to understand this policy, please contact the school's front office on 9407 7100 or email on edgars.creek.ps@education.vic.gov.au

Purpose

To explain Edgars Creek 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

Edgars Creek Primary School understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education does not have insurance for personal property of staff, students and visitors. Edgars Creek 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.

Edgars Creek Primary School 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 and the school deems the item too much of a risk, they will be confiscated and stored securely at School front 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:

- Available publicly on our school's website.
- Discussed at staff briefings/meetings as required
- Made available in hard copy 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

Policy last reviewed	November 2025
Approved by	Principal
Next scheduled review date	3 years November 2028

