

Ringwood Secondary College

Personal Property Policy



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Ringwood Secondary College on (03) 9870 2002.

Ringwood Secondary College is committed to creating and maintaining a child safe and child-friendly organisation. The Child Safe Standards are compulsory minimum standards for all Victorian schools to ensure they are well prepared to keep children and young people safe and protect them from abuse. [Ministerial Order 1359](#) provides the framework for child safety in schools.

Purpose

To explain Ringwood Secondary College'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

Ringwood Secondary 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. Ringwood Secondary 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.

Ringwood Secondary College 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 may be confiscated and stored securely 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 way:

- Annual reminders in our school newsletter
- Available publicly on our school's website
- Included in staff handbook/manual
- Included in transition and enrolment packs
- 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](#)

Policy status and review

Assistant principal is responsible for reviewing and updating the Personal Property Policy at least every three years.

Approval

Policy last reviewed	22 November 2023
Approved by	School Council and Rosina Fotia (Principal)
Next review date	November 2026