

## Personal Property Policy 2020

### **1 PURPOSE:**

- 1.1 To explain Nossal High School's policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school.

### **2 SCOPE:**

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

### **3 POLICY STATEMENT**

- 3.1 Nossal High School understands that staff and/or students may sometimes like to bring items of personal property to school.
- 3.2 Nossal High School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities.
- 3.3 Damage to personal property brought to school is the responsibility of the owner of that property.
- 3.4 Nossal High School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.
- 3.5 The Department of Education and Training does not have insurance for personal property of staff, students and visitors.
- 3.6 Items of personal property should be handed in to the General Office where it will be held for collection by the owner.
- 3.7 Items held in "Lost Property" will be kept for 1 Term and then donated to an appropriate charity or school service (e.g. 2<sup>nd</sup> hand Uniform Shop)
- 3.8

### **4 RESPONSIBILITIES**

#### **Compliance, monitoring and review**

- 4.1 It is the responsibility of Nossal High School students and parents/carers to be familiar with and comply with the NHS Personal Property Policy as documented on the School website, MS Teams (School Documents) Nossal High School Council Policy Records, New Student Enrolment Information via Compass

#### **Reporting**

No additional reporting is required.

#### **Records management**

No records are required to be kept

### **5 EVALUATION**

- 5.1 This policy will be updated annually by the Business Manager in consultation with the Executive Leadership Team.
- 5.2 This policy will be reviewed as part of the NHS three-year review cycle or more often if necessary due to regulatory requirements.


**6 RELATED LEGISLATION AND DOCUMENTS**

N/A

**7 THIS POLICY IS AVAILABLE ON THE FOLLOWING PLATFORMS:**

7.1 School website, MS Teams (School Documents) Nossal High School Council Policy Records,

**8 APPROVAL AND REVIEW DETAILS**

|  |   |
|--|---|
| <b>Date Implemented</b>                          | 23rd July 2019  |
| <b>Author</b>                                    | Business Manager  |
| <b>Approved By</b>                               | Nossal High School Council  |
| <b>Approval Authority (Signature &amp; Date)</b> |  |
| <b>Date Reviewed</b>                             |   |
| <b>Responsible for Review</b>                    | Business Manager  |
| <b>Review Date</b>                               | 23/07/2022  |

**9 APPENDICES**

NIL

**10 FEEDBACK**

- Nossal High School staff and students may provide feedback about this document by emailing [nossal.hs@edumail.vic.edu.au](mailto:nossal.hs@edumail.vic.edu.au)