



Personal Property Policy

2025



Help for non-English speakers

If you need help to understand the information in this policy, please contact Bass Coast Specialist School on 03 5672 4474 or email on bass.coast.ss@education.vic.gov.au.

PURPOSE

To explain Bass Coast Specialist School 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, on-site and off-site, including camps and excursions.

POLICY

Bass Coast Specialist School 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. Bass Coast Specialist 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.

Bass Coast Specialist School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

If students choose to bring items of value to school, it is their responsibility to look after the item/s while at school. To minimize risk, students may request to store valuables securely in the school office or designated cupboard for the duration of the day.

COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Discussed at annual staff briefings/meetings
- 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 REVIEW AND APPROVAL

Policy last reviewed	August 2025
Approved by	<i>Robert Sands</i> , Principal
Next scheduled review date	August 2029