

Personal Property Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Rubicon Outdoor School 03 5773 2285

Purpose

To explain Rubicon Outdoor 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

Rubicon Outdoor 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. **Rubicon Outdoor 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.**

Rubicon Outdoor 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, they will be confiscated and stored securely in the school office until the end of the program, 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
- Included in staff handbook/manual
- 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](#)

Approval and review

Created date	15 th August 2022
Consultation	17/08/2022 Rubicon School
Approved by	Andrew Monson, Principal, Rubicon Outdoor School
Approved on	17/08/2022
Next review date	August 2026