

146 Personal Property Policy

Purpose

1. To explain Community College Gippsland and ECG Secondary College's, (to be known as CCG for the purpose of this policy) policy in relation to personal property and to ensure that special or valuable items of personal property are not brought onto the College site.

Scope

2. This policy applies to all college activities, including camps and excursions.

Policy

3. CCG understands that staff and/or students may sometimes like to bring items of personal property on to the College site.
4. CCG does not provide insurance for personal property of staff, students, and visitors. CCG does not take responsibility for items of personal property that are lost, stolen, or damaged while onsite or during college activities. Damage to personal property brought to the College is the responsibility of the owner of that property.
5. CCG encourages staff and students not to bring items of value to the College, or to obtain appropriate insurance for such items.
6. If students bring items of value to the College, they may be confiscated and stored securely at the College office/reception until the end of the day, when the items may be collected by the student and/or parent.

Communication

7. This policy will be communicated to our school community in the following ways:
 - Annual reminders in the College newsletter.
 - Available publicly on the College website.
 - Included in staff handbook/manual.
 - Discussed at annual staff briefings/meetings.
 - Included in transition and enrolment packs.
 - Discussed at parent information sessions.
 - Hard copy available from college administration upon request.

Relationships

Internal:

- Enrolment policy
- Student Code of Conduct
- Student Roles and Responsibility Policy
- Parent and Student handbook
- Staff Code of Conduct
- Staff Induction Handbook

Document ID:	146 Personal Property Policy			No. of pages:	1 of 1
TOID:	4181	School no:	2062	Previous revision:	April 2024
Revision no.:	1	Revision date:	April 2024	Next revision:	April 2027 or as required