



PERSONAL PROPERTY POLICY

Purpose

To explain Auburn 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.

Scope

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

Policy

Auburn High 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. Auburn High 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.

Auburn High 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 may be handed in and stored securely by staff 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 ways:

- Annual reminders in our school newsletter
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- 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](#)

Parents are reminded that the Department of Education (DE) and Auburn High School do not provide personal accident insurance for students. Parents/carers are responsible for the cost of medical treatment for injured students, including ambulance transport costs.

Policy Review and Approval

Policy last reviewed:	March 2023
Approved by:	Principal
Next scheduled review date:	March 2024