



Personal Property Policy

Purpose

To explain Hallam Senior College'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

Hallam Senior College 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. Hallam Senior College 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.

Hallam Senior College encourages staff and students not to bring items of value to school, or where required for learning purposes (e.g. laptop computers), to obtain appropriate insurance for such items.

Hallam Senior College provides lockers for students to store items of value when not in use by the student. CCTV covers all lockers however this does not guarantee absolute security. Students should not share lockers with other students nor share their key/combination lock code.

Hallam Senior College provides lockers in classrooms, sub school offices, and administration offices for the safe storage of student mobile phones during class. Students are encouraged to ask their teacher to store their mobile phone in the classroom locker or to store their phone in the locker at the request of the teacher for the duration of the lesson if it is taken to class.

Review Cycle

Date of Review	3 September 2018
Review Team	G. Brown, D. Caughey, J. Lyall
Date of Next Review	September 2021
Links / Resources	Accident and Personal Property Insurance Policy