

# Department of Education and Early Childhood Development – Victoria

## S003-2009 Personal Goods Brought to School at Owner's Risk

### Main Points

- The Department of Education and Early Childhood Development does not hold insurance nor does it accept responsibility for private property brought to school by students, staff and visitors.

### Actions Required

- Principals are requested to remind students and parents/guardians of this at the beginning of this academic year and to discourage them from bringing any unnecessary or particularly valuable items to school.
- Staff should be provided with a copy of this circular.

### Critical Dates

- Staff, parents/guardians and students should be notified as soon after the start of the school year as possible.

### Additional Information

- Personal property is often brought to school by students, staff and visitors. This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises.
- The Department of Education and Early Childhood Development does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property.
- This information should be provided through the school prospectus and via newsletter at the beginning of each year. Staff and students should be discouraged from bringing any unnecessary or particularly valuable items to school.

**Gail Hart**  
General Manager  
Corporate Services Division