



## PERSONAL PROPERTY POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact the Victorian School of Languages (03) 9474 0500

### PURPOSE

To explain the Victorian School of Languages (VSL) 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

The VSL 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. The VSL 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.

The VSL encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

If students do bring items of value to school, they can be stored securely at the VSL Centre Office (Appendix A) 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:

- Available publicly on our school's website [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au)
- Included in our staff handbook/manual
- Annual reminders in Area Newsletters
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

### RELATED POLICIES AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
- [Claims for Property Damage and Medical Expenses](#)

### POLICY REVIEW AND APPROVAL

Policy last updated	August 2023
Consultation	School Council: 16/08/2023
Approved by	Principal
Next scheduled review date	2026

## Appendix A: VSL Centre Office locations

Area	Centre Office location	Centre Office location	Centre Office location	Centre Office location
<b>Central</b>	<b>University High</b> Music Wing Room 158	<b>Brunswick</b> A Block Ground floor	<b>Collingwood</b> VSL Office. The first room on the left in the reception foyer	
<b>Country 1</b>	<b>Matthew Flinders</b> Helen Fraser Campus office	<b>North Geelong</b> General Office	<b>Point Cook</b> General Office	<b>Werribee</b> Foyer
<b>Country 2</b>	<b>Bendigo</b> Building B Pod. Between B6 and B7. Lockable storeroom with no student access.	<b>Croydon</b> Building C Staff room – Level 1	<b>Shepparton</b> VSL Store room - Administration Building – FG.07 VSL office Saturday morning – Biyala, Murray (Teal) entrance	<b>Wodonga</b> A Wing Lockable cabinet outside A3
<b>Distance Ed</b>	<b>Thornbury</b> DE Office, Level 2	<b>Seminars</b> Portable First Aid Kit that teachers take to seminars		
<b>East 1</b>	<b>Doncaster</b> VSL office. Located between Room C9 and C10. (In the portable classroom block)	<b>Blackburn</b> VSL office between D7 and D6. (Right behind the Dunlop Building and next to the STEM building)	<b>Box Hill</b> P01 (Right behind the Box Hill High School, Performing Art Centre)	
<b>East 2</b>	<b>Glen Waverley</b> Between Staff Centre & Science/Tech Building.	<b>Carwatha</b> Room at far end of school library.	<b>Mildura</b> School library	
<b>North</b>	<b>Thomastown</b> Admin General Office Building. Next to staff room.	<b>Epping</b> Admin/staff General office room.	<b>Lalor</b> VSL Portable- Staff carpark (Next to general office portable)	<b>Roxburgh Park</b> Admin & Staffroom building-
<b>North West</b>	<b>Keilor Downs</b> VSL Area Office First Aid in Main Reception	<b>Hume Central</b> Year 8 Building VSL Office	<b>Mt. Ridley</b> Willandra building Main reception	<b>Taylors Lakes</b> Main Reception Area
<b>South</b>	<b>Mentone</b> JLC Building First Aid Kit in VSL office	<b>Brentwood</b> Room K9 First Aid Kit in VSL office	<b>Keysborough</b> Junior Building First Aid Kit in VSL office	<b>Traralgon</b> Office Building First Aid Kit in VSL office
<b>South 2</b>	<b>Westall</b> Area office B25 in B block opposite staff room	<b>South Oakleigh</b> Saturday – work out of the Staff room. Area office: storeroom in front of A3	<b>McKinnon</b> VSL office in F01.5 (as it is between F01 and F02).	
<b>South East</b>	<b>Dandenong</b> 'A' building, main administration block	<b>Hampton Park</b> Reception of Hampton Park SC and meeting room opposite reception	<b>Berwick</b> Main staff room behind Berwick College reception	
<b>West 1</b>	<b>Footscray</b> FHS General Office	<b>Altona North</b> Bayside SC General Office	<b>Sunshine</b> Conference Room opposite General Office	<b>Ballarat</b> Rm 102 Admin Building
<b>West 2</b>	<b>Caroline Springs</b> (Creekside College) Area 4 – VSL Admin Office facing entry, VSL Office and storeroom on the right	<b>Melton</b> (Staughton College) Staff Room	<b>Truganina</b> (Truganina P-9 College) Room 93 Area J	