

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