

## 2.4 Children's Property and Belongings



### Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC acknowledges that children will bring to the service or carry with them certain items of personal belongings. This policy details the types of belongings that children may bring with them on a regular basis and the level of responsibility associated with those belongings by various stakeholders.

### Procedures

- The family shall be responsible for providing the child with appropriate belongings and property required for active participation in the service. Such property may include (but is not limited to):
  - Footwear
  - Clothing
  - Hats
  - Lunch boxes
- All personal property and belongings shall be clearly named or labelled
- The service shall inform the family through the relevant newsletters and publications of appropriate personal belongings required at the service
- The service shall not take responsibility for any of the children's personal belongings, but will endeavour to:
  - Actively encourage children to care for their belongings
  - Remind children appropriately when belongings need to be placed in storage, eg. Lunch box in bag
  - Provide suitable storage to keep safe (at parent / family or child request) any item of personal belonging which is either special, expensive or at risk of being damaged
- Where electronic devices such as mobile phones, iPads and iPods are brought to care, these must be handed in at the beginning of the session to be safely stored. Devices will be returned to the child at the end of the session (bsc) or upon parent / guardian collection (asc).
- Throughout special program times, ie Vacation Care or Pupil Free days, the children may (on occasion) be able to bring with them personal belongings other than day to day necessities, eg. games and toys. This shall be done solely at the discretion and responsibility of the family. No responsibility shall be taken whatsoever for any items brought to the service which become lost or damaged as a result.
- The service shall provide appropriate storage for lost property

- Any grievance or concerns relating to lost, damaged or stolen property of the children shall be managed in accordance with the grievance and complaints procedure.

## Relevant Laws and Regulations

Children's Services Act 1996

Children's Services Regulations 2009

Education and Care Services National Law Act 2010 Education and Care Services National Regulations

## Relevant Policies

Grievance

## Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025