LOWER PLENTY PRIMARY SCHOOL OSH 

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# CHILDREN’S PROPERTY AND BELONGINGS POLICY

## PURPOSE

Lower Plenty 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.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* 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 which shall be available to children and families at all times
* 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.

## FURTHER INFORMATION AND RESOURCES

Children’s Services Act 1996

Children’s Services Regulations 2009

Education and Care Services National Law Act 2010

Education and Care Services National Regulations (156, 168)

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2024.