

2.15 Children's Property and Belongings Policy

The service 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 bringing those belongings.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Duty of Care*
- *National Quality Standard, Quality Area 1 – Educational program and practice and Quality Area 2 – Children's health and safety*
- *Policies: 2.1 - Respect for Children, 2.9 - Inclusion and Anti-bias, 2.17 – Children Accessing the Internet, 2.18 – Cyber-bullying, 2.19 – Children's Media Viewing, 3.5 - Excursions, 9.2 - Enrolment, 9.3 - Communication with Families, 9.5 – Complaints Handling, 10.12 Information Technology*



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; and
- Bags, lunch boxes and water bottles.

All individual property and belongings shall be clearly named or labelled.

The service shall inform parents/ carers through relevant newsletters and publications such as the Family Handbook of appropriate personal belongings required at the service.

The service shall not take responsibility for any of the children's individual property or belongings, but will endeavour to:

- Actively encourage children to care for their belongings.
- Remind children when belongings need to be placed in storage e.g., lunch box into 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.
- Ensure that participation in service activities and experiences does not willfully damage belongings; and
- Provide protective equipment such as painting smocks for relevant activities.

If mobile phones are brought in, they need to be handed into the office and signed in and out.

Throughout special program times i.e., Vacation Care or Pupil Free Days, the children may on occasion, and when advised be able to bring with them personal belongings other than day-to-day necessities e.g., games and toys. This shall be done solely at the discretion and responsibility of the family. No

responsibility shall be taken by the service whatsoever for any items brought to the service which become lost or damaged as a result.

Families and children will be encouraged not to bring electronic devices such as iPads, game consoles and mobile phones to the service. Educators are not available to monitor usage of children's personal devices with access to the internet and/or social media while at the service.

The service shall provide appropriate storage for lost property which shall be always available to children and families.

Any grievances or concerns relating to lost, damaged or stolen property of the children shall be documented and followed up, in accordance with the grievance and complaints procedure.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	March 2021	May 2021
		February 2022	June 2022
		May 2025	June 2025