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Childcare | Kindergarten | OSHCare

POLICY AND PROCEDURE

Document No:	Children's Property and Belonging
Review Dates:	November 2021
Review Cycle:	5 year
Approved By :	Vicki Bell, Executive Director
Approval Date:	08/11/2021

CHILDREN'S PROPERTY AND BELONGINGS

1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care acknowledges that children will bring to the service or carry with them certain items of personal belongings. This policy details the responsibilities of these belongings are not those of CELC or its employees to care for these belongings.

2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

3. PROCEDURE

Children's Required Belongings

The parent/guardian will 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 sun safety equipment), and
- bags, lunch boxes and water bottles.

Parents/caregiver will be asked that all personal property and belongings should be clearly named/labelled.

Additional/Special Items

The service will inform parents/caregivers through relevant communication of any additional appropriate personal belongings required at the service for special events etc. Additionally, the service will provide clear communication on any items that might interfere with the program and will guide families for these items to remain at home.

Throughout special program times, i.e Vacation Care or Pupil Free Days, the children are able to bring with them personal belongings other than typical items (e.g., games and toys). This will be done solely at the discretion and responsibility of the parent/guardian. No responsibility will be taken whatsoever for any items brought to the service which become lost or damaged as a result.

Care for Belongings

The service will not take responsibility for any of the children's personal 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,

- discourage children of bringing any item of personal belonging which is either special, expensive or at risk of being damaged; (at parent/guardian or child request).
- ensure that participation in service activities and experiences does not wilfully damage belongings, and
- families will be asked to label all their child's belongings clearly and encouraged to leave excessive or non-essential belongings at home.

Lost Property

- unnamed items will be placed in a central location for parent/guardian/child to check and take items that belong to their child,
- lost property unclaimed after a period of time will be used by the service as spare clothing, taken to school lost property or given to charity,
- parents/guardians are asked to let educators know if an item belonging to their child is missing or return items that do not belong to their child,
- where possible educators will undertake a search for the missing item and place a notice up for other parents/guardians, asking if they have taken the item home by mistake.

4. BREACHES OF THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

5. ENQUIRIES

Catholic Early Learning and Care Executive Director - admin@cclc.catholic.org.au

6. SEE ALSO

Relevant Laws and Provisions

- Education and Care Services National Law Act, 2010 and Regulations 2011
- National Quality Standard, National Quality Standard, Quality Areas: 1 – Educational program and practice; and 2 – Children's health and safety, 6 - Collaborative partnerships with families and communities.

7. APPROVAL



Vicki Bell
Executive Director
Catholic Early Learning and Care

Date: 8/11/2021