

Policy

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Approved By :	Alison Forster, Director
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Children's Property and Belongings

1. Policy Statement and/or Purpose

At Catholic Early Learning and Care, we recognise that personal belongings are an important part of a child's identity, comfort, and sense of belonging. Items from home can provide reassurance, support transitions, and foster connections between family and the learning environment.

CELC acknowledges that children may bring to the service or carry with them certain items of personal belongings. This policy details the responsibilities of staff, families and the service in relation to the management, safety and appropriate use associated with these belongings.

2. Application

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

3. Procedure

Children's Required Belongings

The parent/guardian are responsible for providing the child with appropriate items required for active participation in the service. Such property may include (but is not limited to):

- Closed in footwear;
- Sun Safe Clothing;
- Hats (and sun safety equipment); and
- Bags, lunch boxes and water bottles.

Parents/caregivers should ensure that all personal property and belongings are clearly named/labelled.

Additional/Special Items

The service will inform parents/caregivers of any additional appropriate personal belongings required at the service for special events etc. Additionally, the service will provide information about any items which may interfere with the program and that should not be brought to the service.

During Vacation Care or on Pupil Free Days, the children may be permitted to bring with them personal belongings other than typical items (e.g., games and toys). No responsibility will be taken for any items brought to the service which become lost or damaged as a result.

Families are encouraged to avoid sending valuable or irreplaceable items to the service. Any additional items that are brought into the service must be age appropriate and **must** not pose a hazard or risk to the health and safety of

the children within the service. This includes comfort items, where they support the emotional wellbeing of the child.

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 from bringing items which are either of personal significance, expensive or are at risk of being damaged.
- In the event that belongings are brought into the service in children's without the knowledge of the families these items will be removed and placed in a safe location for collection.

Lost Property

- Unnamed items will be placed in a central location for collection.
- 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.
- Where appropriate or necessary, educators will 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 Director - admin@ccelc.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



Alison Forster
Director, Catholic Early Learning and Care

Date: 18/11/2025