



## Personal Belongings on SEC Property

From time to time, employees leave personal belongings on SEC property. Employees shall be aware that they do so at their own risk.

When employees experience loss or damage to their belongings left on school property, the school will accept liability only when Director/Principal has specifically requested the use of such property.

Employees are encouraged not to leave personal property at school. All staff have a locked space to store their personal items for the day, however are not encouraged to leave them overnight.

Students are encouraged to not to keep cash in their rooms, and are to use banking facilities whenever possible, or to have money locked up with Lodge Manager or Finance Administrator. Students are to keep rooms locked when they are not inside, as Youth Care Leaders are the only ones with keys to dorm rooms. Students are asked to keep valuables to a minimum onsite. SEC is not responsible for any loss due to theft or vandalism, and will only replace items if the loss occurred as result of fire, or water damage caused by the operations of the building.

Student property left after the school year shall be stored for a one month period and the families contacted to retrieve items. Those items not picked up shall be donated to another student or disposed of accordingly. The school will make every possible effort to reunite the student and their property however the school will not undertake any costs in this process. Due to space issues, we cannot guarantee the storage of the items beyond one month.

It is advised you speak to the Lodge Manager on this type of storage issue.

Adoption Date: August 21/12	Revision Date:
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