



Bacchus Marsh
Grammar

ELC POLICY

Early Learning Centre Children's Belongings Policy

Approved by the Approved Provider: 7 August 2025

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Children's Belongings Policy

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1 Quick Reference

children's belongings | personal items | safety | hygiene | responsibility | storage | comfort items | toys | lost property | labelling items | transitions

2 Purpose and Background

- 2.1.1 To set out our rules for children's personal belongings, including which items they can bring into our service and how we will handle these
- 2.1.2 This policy aligns with the National Quality Standard Area 2 (Children's Health and Safety), which requires us to keep children safe from harm and hazards, and to provide for each child's wellbeing and comfort

3 Scope

- 3.1.1 This policy applies to:
- 'Staff': the approved provider, nominated supervisor, paid workers, volunteers, work placement students, and third parties who carry out child-related work at our service (e.g., contractors, subcontractors, self-employed persons, employees of a labour hire company)
 - Children in our care, their parents, families and care providers

4 Definitions

- 4.1.1 The following definitions apply to this policy and related procedures:
- 'Belongings' refers to any personal items brought by a child to our service, including bags, clothing, bottles, dummies, comforters, toys, books, mobility aids, medical equipment
 - 'Comfort item' means a personal belonging that helps a child feel secure (e.g., teddy bears, blankets, sensory oral chewy necklaces, photographs of loved ones)
 - 'Parents' includes guardians and persons who have parental responsibilities for the child under a decision or order of court
 - 'Staff', unless otherwise indicated, refers to the approved provider, nominated supervisor, paid employees, volunteers, students, and third parties who are covered in the scope of this policy

5 Policy Statement

5.1 What Should Children Bring

- 5.1.1 Children should bring the following items each day
- A water bottle
 - Lunchbox
 - Uniform Sun safe hat
 - Uniform rain jacket
 - Uniform beanie
 - Spare clothes, socks and shoes
 - Any items required for specific learning activities such as 'show and tell' (families will be given advanced notice of these)
 - Any items needed and authorised for a child's medical or developmental needs (e.g., mobility aids, medication, sensory supports, glasses)
- 5.1.2 Families should clearly label belongings with the child's name, not just initials

5.2 What Should Children Not Bring

- 5.2.1 Children should not bring any of the following items into the service without prior approval from the nominated supervisor or another authorised staff member:
- Any toys from home
 - Electronic devices (e.g., laptops, phones, tablets, smart watches, gaming devices)
 - Jewellery or clothing accessories

- Objects that are valuable, fragile or very significant for sentimental reasons
- Cash
- Unhygienic personal items (e.g., unwashed, mouldy, heavily soiled, smelly or with visible stains)
- Medications or creams that are not authorised and labelled in accordance with our Medication Policy

5.2.2 Families should check with an educator if they are unsure about whether an item is allowed before bringing it into our service

5.2.3 If a child brings an inappropriate or restricted item, an educator will remove it from the child and keep it securely stored until home time

5.3 Comfort Items

5.3.1 A child is always welcome to bring a comfort item from home

5.3.2 In particular, we encourage families to send children in with comfort items during 'challenging' periods such as orientation, 'settling in', sleep and rest, significant transitions (e.g., changing rooms, new sleeping arrangements), or when a child has experienced a trauma or stress in their life

5.3.3 Children should not bring in any items that are very fragile, valuable or highly significant (e.g., irreplaceable family photos, heirlooms) as we cannot guarantee that these items will be kept safe from loss, damage or misuse

5.4 Bikes and Scooters

5.4.1 Children's bikes, scooters, may be stored in the bike racks in front of our centre

5.4.2 Our service is not responsible for the security or safe storage of these items, and we recommend any bikes or scooters are secured with a personal lock

5.4.3 Families should ensure all bikes and scooters are stabilised (i.e., not at risk of toppling over)

5.5 Storage and Lost Property

5.5.1 Each child will have a designated area to store their belongings

5.5.2 Educators will guide children to put their belongings into their storage area

5.5.3 Any unlabelled items will be kept in our lost property which is located in each room

5.5.4 We will send out regular reminders to families to check lost property, but we may donate or discard any unclaimed items after a reasonable period of time

5.6 Respect and Responsibility for Children's Belongings

5.6.1 Educators will recognise that a child's belongings are often very important to their identity, and that they can bring comfort and a sense of security during routines and transitions

5.6.2 Staff will treat children's belongings with care and respect, and guide children to do the same

5.6.3 Educators will model how to look after personal belongings (e.g., by packing them away and storing them appropriately, keeping them clean, handling them appropriately)

5.6.4 Children will be encouraged to take responsibility for their own belongings to increase their independence in carrying out the daily routines

5.6.5 Staff will take reasonable care with children's belongings, and support children to manage their own belongings; however, families should be aware that our service is not responsible for any loss, damage or deterioration of children's personal items

5.7 Safety and Hygiene

5.7.1 Educators must assess whether any items brought in by children are a hazard to them or anyone else at our service. If so, these items must be removed, with sensitivity, from the child and stored securely until home time when they can be returned to the child's parents

5.7.2 Belongings such as hats, uniform clothing> should be labelled with the child's name, and must not be shared among



- 5.7.3 Educators must follow any applicable health, hygiene and cleaning procedures when handling or cleaning children's belongings (see our Health, Hygiene and Cleaning Policy)

6 Principles

- 6.1.1 We partner with families to ensure children's safety and wellbeing is supported through the appropriate management of their personal belongings
- 6.1.2 We help children to become increasingly independent and responsible for their own items, and to respect their own and others' belongings
- 6.1.3 We maintain high standards of health and hygiene when handling and cleaning children's belongings
- 6.1.4 We treat children's belongings with care and dignity, acknowledging their importance to children's sense of identity and security

7 Policy Communication, Training and Monitoring

- 7.1.1 This policy and related documents can be found on the BMG Web site, Policy folder in the Gallery and on the staff One Drive Policy file
- 7.1.2 The approved provider and nominated supervisor provide information, training and other resources and support regarding the Children's Belongings Policy and related documents
- 7.1.3 All staff (including volunteers and students) are formally inducted. They are access to, review, understand and formally acknowledge this Children's Belongings Policy and related documents
- 7.1.4 The nominated supervisor runs a professional development program for each staff member, which covers this policy
- 7.1.5 Roles and responsibilities are clearly defined in this policy and in individual position descriptions. They are communicated during staff inductions and in ongoing training
- 7.1.6 The approved provider and nominated supervisor monitor and audit staff practices and address non-compliance. Breaches of this policy are taken seriously and may result in disciplinary action against a staff member
- 7.1.7 At enrolment, families are given access to our Children's Belongings Policy and related documents
- 7.1.8 Families are notified in line with our obligations under the National Regulations when changes are made to our policies and procedures

8 Legislation (Overview)

8.1 Education and Care Services National Law and Regulations

Law	Description
s 167	Offence relating to protection of children from harm and hazards

8.2 National Quality Standard

Stand ard / Eleme nt	Concept	Description
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
2.2	Safety	Each child is protected
8.2.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role

8.3 Early Years Learning Framework (EYLF) V2.0 / Victorian Early Years Learning and Development Framework

Outcome	Key component
1: CHILDREN HAVE A STRONG SENSE OF IDENTITY	<ul style="list-style-type: none"> Children feel safe, secure and supported Children develop their emerging autonomy, inter-dependence, resilience and agency Children learn to interact in relation to others with care, empathy and respect
3: CHILDREN HAVE A STRONG SENSE OF WELLBEING	<ul style="list-style-type: none"> Children become strong in their social, emotional and mental wellbeing Children become strong in their physical learning and wellbeing Children are aware of and develop strategies to support their own mental and physical health and personal safety

8.4 National Principles for Child Safe Organisations

Most relevant principles
Child safety and wellbeing is embedded in organisational leadership, governance and culture
Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously
Families and communities are informed and involved in promoting child safety and wellbeing

9 Related Documents

9.1 Key Policies

Child Safe Environment Policy | Family and Community Partnerships Policy | Continuity of Education and Care | Enrolment Policy | Orientation Policy | Physical Environment Policy | Medical Conditions Policy | Positive Relationships for Children Policy | Access and Inclusion for Children Policy | Clothing and Footwear Policy | Sun Protection and Heat Safety Policy | Health, Hygiene and Cleaning Policy

9.2 Procedures

Roles and Responsibilities – Children's Belongings (attached) | Health, Hygiene and Cleaning, Procedures (in Health, Hygiene and Cleaning Policy) | Food Safety Procedures (in Food Safety Procedures)

10 Sources

Education and Care Services National Law and Regulations | National Quality Standard | Approved Learning Framework | Regulatory Authority resources | Raising Children Network | Australia Education Research Organisation – Family Engagement resources | Early Years Learning Framework Practice Based Resources – Connecting with Families

11 Authorisation

ELC Document Name	Children's Belongings Policy	
Name of Reviewer: Approved Provider	CEO Andrew Neal	Signature:
Name of Reviewer: Nominated Supervisor	Kerry Osborn	Signature:
Date Revised	7 August 2025 Reviewed annually and when there are changes that may affect this policy or related procedures. The review will include checks to ensure the document reflects current legislation, continues to be effective, or whether any changes and additional training are required	

12 History

Date	Amendment
August 2025	1. New policy

13 Appendix A: Roles and Responsibilities – Children's Belongings

Approved provider responsibilities (not limited to)

Ensure our service meets its obligations under the *Education and Care Services National Law and Regulations*, including to take every reasonable precaution to protect children from harm and hazards likely to cause injury

Ensure that our service's policies, plans, (including risk management/action plans), systems, practices and procedures for children's belongings are appropriate in practice, up-to-date, best practice, and comply with all relevant legislation, standards and guidelines

Take reasonable steps to ensure our Children's Belongings Policy and related procedures are followed (e.g. through clear and accessible communication, and systemised inductions, training and monitoring of all staff – including volunteers, students)

Provide suitable facilities for children to store their personal items

Respond appropriately to any complaints, incidents or issues involving children's belongings

Regularly review this Children's Belongings Policy and related procedures in consultation with children, families, communities and staff

Nominated supervisor / persons in day-to-day charge responsibilities (not limited to)

Ensure our service meets its obligations under the *Education and Care Services National Law and Regulations*, including to take every reasonable precaution to protect children from harm and hazards likely to cause injury

Support the approved provider to ensure that our service's policies, plans, (including risk management/action plans), systems, practices and procedures for children's belongings are appropriate in practice, up-to-date, best practice, and comply with all relevant legislation, standards and guidelines



Implement our Children's Belongings Policy and related procedures, and support the approved provider to make sure they are followed (e.g. through clear and accessible communication, and systemised inductions, training and monitoring of all staff – including volunteers, students)

Respond appropriately to any complaints, incidents or issues involving children's belongings

Send out regular reminders to families to check lost property, and arrange for regular donations/removal of items after a reasonable period of time

Support the approved provider to regularly review this Children's Belongings Policy and related procedures in consultation with children, families, communities and staff

Educator / other staff responsibilities (not limited to)

Follow this Children's Belongings Policy and related procedures, including for hygiene and cleaning, and sun protection

Treat children's belongings with care and respect, and support children to take care of their own and others' belongings

Identify and assess risks associated with children's belongings (safety hazards, inappropriate or unhygienic items)

Put all unlabelled, unclaimed items in the lost property area

Respectfully communicate to families about our rules about children's belongings, including our requirement to label items

Contribute to policy and procedure reviews and risk assessments and plans, and participate in training and professional development opportunities on health and infection control

Family responsibilities (not limited to)

Follow our guidelines for children's belongings – what to bring and what not to bring

Label your child's belongings with their name, not their initials

Avoid letting your child bring items of significant value (either monetary or emotional) as our service cannot guarantee their safety

Work in partnership with educators to support children's independence in managing their belongings

Regularly check the lost property for any items your child may have lost
