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| Logo  Description automatically generated | **EMERALD SECONDARY COLLEGE** |

PERSONAL ACCIDENT AND PERSONAL

 PROPERTY INSURANCE POLICY

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Emerald Secondary College on (03) 5968 5388 or email emerald.sc@education.vic.gov.au

The Department of Education and Training and Emerald Secondary College do not have insurance for accidental injuries or accidental property damage.  However, in some circumstances, medical or other expenses will be paid by the Department where it is assessed that it is likely, in all the circumstances, that the Department is liable for negligent acts or omissions of its staff or volunteers.

For more information about the Department’s public liability claims process, please see: [Negligence Claims Process.](https://www2.education.vic.gov.au/pal/legal-claims-subpoenas-summonses-and-other-legal-documents/policy)

Emerald Secondary College encourages parents and carers to consider obtaining their own accident insurance for students and property of value that may be brought to school. Please also note our school’s *Personal Property Policy*, available here: <https://www.emeraldsc.vic.edu.au/about-us/policies/>

**Review period**

This policy was approved in September 2022 and is scheduled for review on September 2024.