

**INSURANCE POLICY**

**Personal Accident and Personal Property Insurance**

**Help for non-English speakers**

If you need help to understand the information in this policy please contact the College on 03 9870 4551.

The Department of Education and Training and Melba 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)

Melba 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 on the College’s website.