



SPOTSWOOD COLLEGE

SURRENDER AND RETENTION OF PROPERTY AND SEARCHES POLICY

Rationale:

As part of our legislative responsibility (NAG 5) to provide a safe, physical and emotional environment for students and staff we need to ensure that our school is free from drugs, weapons, alcohol and bullying. If the safety of others is likely to be compromised or the learning environment of our school is likely to be detrimentally affected then students may be required to produce, reveal and surrender items in their possession.

Purposes:

1. To comply with Section 139AA1 of the Education Act
2. To provide a safe physical and emotional environment for students and staff
3. To provide parents and students with explicit expectations on issues of surrender and retention.
4. To assist staff to act reasonably, in good faith and in the least intrusive manner to achieve a safe environment.
5. To ensure students are protected under Section 21 of the NZ Bill of Rights Act 1990.

Procedures:

1. Parents and students will be informed about expectations in relation to the surrender and retention of property and searches.
2. Teachers may confiscate non-regulation items of clothing but only designated teachers may carry out searches.
3. Wherever possible parents and caregivers will be involved in disciplinary matters that include surrender and retention of property and searches.
4. Designated teachers will be trained in dealing with incidences which may require surrender, retention or search.
5. Any incident involving the surrender or retention of property or a search will be documented in a file maintained by the Deputy Principal. Confiscated clothing will be stored by a designated member of staff and a file of items maintained.
6. Staff with responsibilities or delegations in regard to surrender, retention of property and/or searches will follow the processes outlined in the following "Summary Chart". (MOE Guidelines for the Surrender and Retention of Property and Searches)

Conclusion:

Clear and explicit procedures are in place to support a safe learning and teaching environment.

Notes:

Refer to: Education Amendment Act 2013 Section 139AAA1
MOE Guidelines for the Surrender and Retention of Property and Searches (January 2014)

Item: An item is defined as any physical object or any information

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 28 October, 2017

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: October 2015

Reviewed Date: _____ Signed for B.O.T. _____