

"Honour Above Honours"

Biloela State High School

Locked Bag 2, Biloela 4715 Ph: 07 4992 8666
Email: admin@biloelashs.eq.edu.au
Web: <http://biloelashs.eq.edu.au>
Facebook: Biloela State High School
ABN : 535 684 234 76

CONFISCATION OF STUDENT PROPERTY POLICY

Confiscation of Property

Property may be confiscated from a student if a staff member is reasonably satisfied the removal is necessary to:

- preserve the caring, safe, supportive and productive learning environment of the school.
- maintain and foster mutual respect among staff and students at the school.
- provide for the good order and management of the school.
- ensure compliance with the school's Responsible Behaviour Plan for Students or any other policy or procedure.

Process to confiscate property

1. Staff member instructs the student to go to the school office to hand their property in.
2. Student goes to the school office to hand their property in.
3. Student is issued a slip from the school office for their property.
4. Student returns to the teacher to show them the slip for their property

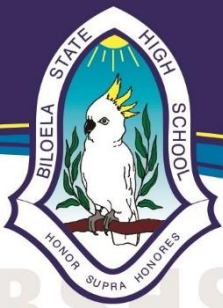
In cases where student and staff safety is at risk, the staff member may confiscate student property immediately and hand it in at the office.

If the student refuses to hand their property in at the office, the staff member enacts the Responsible Behaviour Plan for Students.

Return of confiscated property

Confiscated property is made available for collection within a reasonable time period by the student.

- 1st instance:
 - property can be collected by the student at the end of the school day from the school office.
- 2nd instance
 - property can be collected by the student at the end of the school day from the school office.
 - office staff will contact the parent/carer to inform them that their student's property has been confiscated.
- 3rd instance
 - office will contact the parent/carer to inform them that their student's property has been confiscated.



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- office will notify the parent/carer that they are required to collect the property and negotiate collection with the parent/carer and executive leadership team.
- if the office staff are unable to successfully contact the parent/carer on the same day, in the case of mobile phones, the property must be returned to the student that day.
- 4th and ongoing instances
 - office will contact the parent/carer to inform them that their student's property has been confiscated.
 - office will notify the parent/carer that they are required to collect the property and negotiate collection with the parent/carer and executive leadership team.
 - if the office staff are unable to successfully contact the parent/carer on the same day, in the case of mobile phones, the property must be returned to the student that day.
 - office will notify the Head of Department (Junior Secondary or Senior Secondary).
 - Head of Department will issue a detention as per the Detention Policy.
 - Executive leadership team member may negotiate with the parent/carer that an item is prohibited from being at school for a period of time. A consequence may be implemented in accordance with the Responsible Behaviour Plan for students if the item is at school during the designated time period.

The executive leadership team may choose to make the property available for collection to the parent/carer if it is more appropriate. Reasons for this may include:

- the condition of the property, nature or value.
- to ensure the safety of the student or staff.
- for the good order and management of the school.

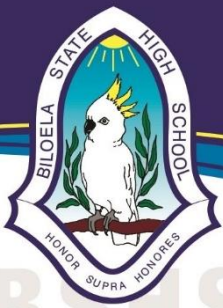
Where the child is an independent student it may not be appropriate to make the property available for collection by the student's parent/carer and the property should be returned to the student.

Property made available for collection must be in the same condition as when the property was removed.

Circumstances where confiscated property need not be made available for collection

If the property is illegal to possess, threatens the safety or wellbeing of students or staff or is reasonably suspected to have been used to commit a crime the Principal will notify police about the removal of the property.

If the police state that they will come to the school to investigate matters relating to the property, the property will not be made available for collection until they do so.



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If the police seize the property under the Police Powers and Responsibilities Act 2000 QLD, the property will not be made available by the school for collection.

If police decide not to seize the property, property will be made available for collection.

Where staff have made reasonable efforts to notify the student or the student's parent/carer that the property is available for collection but these efforts have been unsuccessful, the school may not make the property available for collection.

Where there is reasonable suspicion that the student is not the lawful owner of the property, the executive leadership team may not make the property available for collection. In this case, the school must make reasonable efforts to ascertain the ownership of the property.

Deciding a reasonable time to make property available for collection

In deciding a reasonable time for making property available for collection, the school will consider:

- the condition, nature or value of the property.
- the circumstances in which the property was removed.
- the safety of the students from whom the property was removed, other students or staff members.
- the good order and management of the school.

Endorsement

This policy has been informed by:

- Department of Education: Temporary Removal of Student Property by School Staff
- Biloela State High School: Responsible Behaviour Plan for Students

This policy was developed in consultation with the school community and meets identified school needs and systemic requirements.

H. Murry

Heather Murry
Principal
Monday 10th December, 2018

N.A. Melville

Noeline Melville
P&C Representative
Monday 10th December, 2018