



GLADSTONE

State High School

Temporary Removal of Student Property

STAFF V 1.0

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The removal of any property in a student's possession may be necessary to promote the caring, safe and supportive learning environment of the school, to maintain and foster mutual respect between all staff, students and visitors.

Students must not bring property onto school grounds or other settings used by the school (e.g. camp, or sporting venues) that:

- is prohibited according to the school's Student Code of Conduct
- is illegal (including but not limited to: drugs such as cannabis, ecstasy, or amphetamines or drug paraphernalia)
- is illegal for minors (including but not limited to tobacco; alcohol; prescription drugs)
- puts the safety or wellbeing of others at risk (including but not limited to knife, firearm, handcuffs, or replica firearms including 'gel blasters')
- does not preserve a caring, safe, supportive or productive learning environment (including but not limited to baton, nunchaku, or club)
- does not maintain and foster mutual respect (included but not limited to printed materials with offensive language or extremist propaganda)
- is considered unhealthy according to the Smart Choices guidelines (including but not limited to soft drinks, energy drinks, fast food items, slushies)
- does not support a healthy environment for all students (including but not limited to aerosol cans, permanent markers, spray paint, liquid paper)

Collect their property as soon as possible when advised by the Principal or state school staff it is available for collection.

Temporary removal of student property

Property may be temporarily removed from a student if the Principal or state school staff are reasonably satisfied the removal is necessary to:

- ensure compliance with the Student Code of Conduct
- preserve the caring, safe, supportive and productive learning environment of the school
- maintain and foster mutual respect among staff and students at the school
- encourage all students to take responsibility for their own behaviour and the consequences of their actions
- provide for the effective administration of matters about the students of the school.

Return of temporarily removed student property

- Principal or state school staff determine when the temporarily removed student property can be returned, unless the property has been handed to the Queensland Police Service.
- Ensure temporarily removed student property held by the school is made available for collection by the student or parent within a reasonable time period.
- If the student is a child, the Principal or school staff member may choose to make the temporarily removed property available for collection to the parent only if it is more appropriate to do so, given
 - its condition, nature or value, and/or
 - to ensure the safety of students or staff, and/or
 - for the good order and management, administration and control of the school.
- Where the student is independent or mature age, it may be appropriate to return the temporarily removed property directly to them.
- Ensure temporarily removed student property made available for collection is in the same condition as when the property was removed. This **does not apply** to perishable items (eg food items). Non-permitted food items will be refrigerated and if the item 'spoils' it will not be replaced.

Retention of temporarily removed student property

- Principal and state school staff may retain temporarily removed student property 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 and state school staff are in the process of notifying Police
 - Police state that they will come to the school to investigate matters relating to the temporarily removed student property, then it is kept until Police attend
 - If Police seize the property under the *Police Powers and Responsibilities Act 2000* (Qld), advise the student and their parent of this action and that the temporarily removed student property is no longer in the possession of school staff
 - if Police decide not to seize the property, return the temporarily removed student property to the student or parent as soon as practicable.
- student or parent has not collected the temporarily removed student property despite reasonable efforts (multiple phone calls, emails or meetings) by the Principal or state school staff to advise the student or parent it is available for collection
- where staff reasonably suspect that the student is not the lawful owner of the property.

Deciding a reasonable time to retain or make property available for collection

- in deciding a reasonable time to retain or make property available for collection, Principals and school staff will consider the
 - condition, nature or value of the property
 - circumstances in which the property was removed
 - safety of the student from whom the property was removed, other students or staff members
 - good management, administration and control of the school.

The below is a *guide* for school staff:

Group	Description	Person Responsible to manage	Suggested duration and future action if required
Mobile phone/device	Using mobile phone during class time without permission.	Year Coordinator	Student logs the phone in at the Front Office until the end of the same school day. Issued with a 20 minute detention with the Year Co-ordinator.
Mobile phone/device	Student has created media (filmed or photographed) or is in possession of media (photographs/footage) of other students (including but not limited to engaging in inappropriate behaviours – fighting, participating in illegal activities) in school uniform	Deputy Principal for the year level	Student logs the phone in at the Front Office and completes a written statement outlining their involvement in creating the media or how they came into possession of the media. Depending on the nature of the media the SBPO or Police Officer may be consulted to determine if the content may be required for a Police investigation – the Police may seize the device pending this investigation. The student may be required to provide a copy of the media to the investigating Deputy Principal as evidence to support witness statements from the incident.
Physical item: illegal items - drugs	Including but not limited to: drugs such as cannabis, ecstasy, or amphetamines or drug paraphernalia	Deputy Principal for the year level	The Deputy Principal will hold the illegal items until they can be handed over to the SBPO or Police Officer. The items should be placed in an envelope and clearly labelled with the student name and the date the items were located. NOTE: staff should avoid touching these items as Police may choose to check them for finger prints.
Physical item: illegal for minors to be in possession of	Including but not limited to tobacco; alcohol; prescription drugs	Deputy Principal for the year level	Hold the items until a parent/guardian is able to collect. Place in a sealed envelope with the student name, date of collection and hand in to the Year Level Deputy Principal who will store the item in a secure location.
Items that puts the safety or wellbeing of others at risk	Including but not limited to knife, firearm, handcuffs, or replica firearms including 'gel blasters'	Deputy Principal for the year level	Hold the item/s until the SBPO or a Police Officer provides guidance. This will be dependent on the use of the item at school. If the Police give clearance for the items to be returned a parent must collect them after 3.30pm from the school office. If the item has been used in a criminal act avoid making direct contact with the item as the Police may choose to check them for fingerprints.
Illegal items: does not preserve a caring, safe, supportive or productive learning environment	Including but not limited to baton, nunchaku, or club	Deputy Principal for the year level	Hold the item/s until the SBPO or a Police Officer provides guidance. This will be dependent on the use of the item at school. If the Police give clearance for the items to be returned a parent must collect them after 3.30pm from the school office. If the item has been used in a criminal act avoid making direct contact with the item as the Police may choose to check them for fingerprints.
Items that do not maintain and foster mutual respect	Including but not limited to printed materials with offensive language or extremist propaganda	Year Co-ordinator	Student logs the item/s into the Year Co-ordinator's staffroom. Where the item is an item of essential clothing, a Front Office owned school uniform will be loaned to the student. The essential clothing item/s will be available for the student to collect upon return of the loaned item/s. All other items may be collected after the 3pm bell.

Items that are suspected to be stolen property		Deputy Principal for the year level	The Deputy Principal may hold these items until the rightful owner can be determined. The SBPO or a Police Officer may be consulted and the matter referred to the Police if it is established that the items were stolen and charges may be laid.
Jewellery	Items contrary to the School Jewellery Policy	Front Office staff	The student is to log the items at the Front Office. Items are to be placed into an envelope and sealed with the contents written on the front. The student is to record their name, care class and date on the front of the envelope. Items may be collected after the 3pm bell.
Items of clothing	Jumpers with hoods attached (Hoodies) Balaclavas or other face shields Beanies	Year Co-ordinator	The student is to log the items at the Year Co-ordinator's staffroom. Items are clearly labelled with student name, care class and date. Items may be collected after the 3pm bell.
Food contrary to the Smart Choices guidelines	Including but not limited to Slushes, large packets of chips, energy drinks, fast food (for example KFC, Hungry Jacks, McDonalds, Dominos), Chewing Gum	All staff	The student must be given the option of placing the item/s in the bin or storing them in the FRONT OFFICE. Items stored in the FRONT OFFICE may be collected after the 3pm bell.

Process to Search for and Remove Property

If a **reasonable suspicion** is established that a student is in possession of a prohibited item/s or is in possession of stolen item/s, then an examination may be conducted. (Reasonable suspicion is more than a 'mere idle wondering.' The staff member must have a positive feeling of mistrust or actual apprehension that amounts to a slight opinion).

Where possible the SBPO will conduct a search of the student and their bag/s.

In the event that the SBPO is unavailable, the following guidelines are provided:

- One member of the Senior Executive team and one other staff member must be present during the examination.
- The student must be given the opportunity to produce the items believed to be in their possession.
- If the student fails to produce the items, they are to be asked politely to empty out their school bag and pockets onto a table (the table should be free of other items). NOTE: If a student declines the request to empty their bag, contact should be made with a parent inviting them to the school for them to check their child's bag for the suspected item/s.
- The staff member may ask the student to open pockets of their bag/item of clothing (jacket/jumper/track pants) so a clear view is provided.
- Items of clothing being touched or viewed must not be the student's immediate coverings.
- The staff member may also ask if they may investigate further the bag/item of clothing for the purpose of having a look into concealed areas.
- Consent from the student must be obtained before the staff member touches the bag/item of clothing.

If the student is non-compliant and there is still reasonable suspicion, the parent/guardian is to be contacted and requested to attend the school. The student should be asked to remain in a supervised room with their possessions until the parent arrives.

Any non-perishable items that are removed from the student must be stored in a sealed envelope and an itemised list written on the front with the student's name, signature and date the items were removed from the student.

Possible Consequences

Minor	Major
Temporary removal of property or item Contact with parent/guardian Education Program FRONT OFFICE consequence – 20 minute detention After School Detention (with parental permission) Referral to support staff Restitution/apology	Permanent removal of property or item FRONT OFFICE Consequence: ½ day, full day, class withdrawal SDA including Exclusion Education Program Police Charges Restorative Practices Cancellation of Enrolment

Student is enrolled at the school

COMMUNICATION of expectations

School staff provide students and parents with clear communication to inform what student property can be temporarily removed and the expectations in relation to property students may bring to school. This information should be provided on enrolment and reiterated regularly via the school's communications processes (e.g. newsletter).

IDENTIFICATION Inappropriate student property

School staff identify student property that is illegal, not compliant with **Student Code of Conduct** or puts the safety or wellbeing of others at risk.

REMOVAL of property

School staff remove student property and store safely, noting that they are not authorised to open bags, unlock mobile phones or read, copy or delete messages stored on phones without the consent of the student or parent.

DETERMINE time to retain property

School staff determine what constitutes a reasonable time to retain student property.

RETURN of property

Student property is made available for collection by student/ parent, or property is retained by school.

RETENTION of property

Property is retained if:

- not collected despite reasonable efforts
- it is suspected that student is not the lawful owner
- it is illegal to possess or threatens the safety or wellbeing of the school community
- provided to Queensland Police Service.