

# Confiscation of Learners' Property Policy

2016-17



## **Aim**

The aim of this Policy is to state the circumstances under which Learners' property may be confiscated by a member of staff and the procedures to be followed when this occurs.

## **Introduction**

From time to time School staff may consider it necessary to confiscate property from Learners when they consider that lessons are, or could be disrupted and/or the health or safety of Learners may be put at risk.

## **Guidelines**

- Any items causing a distraction in lessons, activities, study time or other formal occasions e.g. mobile phones, I-Pods or items worn inappropriately with uniform may be confiscated by a member of staff.
- Any items likely to cause injury or damage to a member of the School community, its buildings, grounds or facilities should also be confiscated by a member of staff.
- Tobacco, cigarettes, alcohol, drugs or any weapons will also be confiscated.

## **Procedures**

- Any member of staff confiscating any personal item from a learner should take the confiscated item to the Head of School, where it will be held in a locked safe until it is returned to the learner.
- The member of staff should enter on a cover sheet the name of the learner, details of the confiscated item, the date confiscated and sign their name.
- At the end of the agreed period of confiscation the learner will collect the confiscated item from the Head of School and sign that they have done so.
- Alcohol, tobacco and drugs will be destroyed or disposed of in front of the learner(s).
- Disciplinary procedures will follow the confiscation of tobacco, cigarettes, alcohol or drugs and a member of the SLT will be informed.
- If any learner were found to be in possession of a knife, other weapons or drugs, the Head of School should be informed immediately.

Parents should be reminded that expensive items should not be brought to School and that any items brought to School should be covered by their own personal home insurance. These items will be listed in a register and parents will sign to acknowledge that TBAP will not be held responsible should these items be lost or go missing.

Personal televisions, electronic games etc are not permitted in learners' bedrooms at any time.

Reviewed July 2016