

# **Winchester School Policy**

## **Searching Students and Confiscation**

### **Rationale**

Every school is required to provide a safe physical and emotional environment for students. Safety at school is a basic expectation for students and staff, as well as being a prerequisite for student success and academic achievement.

### **Guidelines**

- A teacher must have good grounds for considering a search of a student’s bag, desk or person. (see note 1)
- Any search must be carried out in a reasonable manner. (see note 2)
- If it is deemed necessary to search a student’s “person”, the Principal or Deputy Principal should be informed before any further action is taken. (see note 3)
- Students will be asked to hand over the item from either their bag, desk or on the person.
- If they deny having any such item the teacher may look in the student’s bag or desk, while maintaining the student’s right to privacy:
  - force may not be used in any of these situations.
  - any search should be done without other student’s presence.
- If a student refuses to follow the instructions the teacher may decide to involve parents or the Police. Disciplinary action may be necessary in relation to this refusal. A search need not be completed before disciplinary action is taken.
- Except in exceptional circumstances, teachers should inform parents or caregivers after a search has been conducted (if they have not already contacted them).
- If a teacher is unable to conduct a search safely, or if they consider it inappropriate due to the likely presence of highly dangerous or illegal items they should stop the search, ensure the student and the belongings in question are under supervision in a safe place and contact the Police.
- Any items found during a search may be confiscated if the item is inappropriate to be at school, may cause harm to a student or another student, or is actually school property.
  - any illegal or dangerous items may be handed onto the Police and needs to be stored in either the Principal’s office or the lockable cupboard in the school office until it is removed from the school.
    - a record of the confiscation must be maintained and kept (see note 4)
- Further disciplinary action may be required. Refer to Legislation section of School Policy Folder (NAG 6)

### **Supporting documents**

Searching students and confiscation procedures

**Chairperson** ..... **Date** .....

Note - this policy must be added to the school website when reviewed.