



# KIRWAN STATE HIGH SCHOOL

## TEMPORARY REMOVAL OF STUDENT PROPERTY

### Responsibilities

#### Students

Students must not bring property onto school grounds or other settings used by the school that:

- is prohibited according to the school's Prohibited Items Policy.
- is illegal.
- puts the safety or wellbeing of others at risk.
- does not preserve a caring, safe, supportive or productive learning environment.
- does not maintain and foster mutual respect.

Students must collect their property as soon as possible when advised by staff that it is available for collection unless the property has been seized by the Queensland Police Service.

#### Parent/Carer

Parents/Carers must ensure their child does not bring property onto school grounds or other settings used by the school that:

- is prohibited according to the school's Prohibited Items Policy.
- is illegal.
- puts the safety or wellbeing of others at risk.
- does not preserve a caring, safe, supportive or productive learning environment.
- does not maintain and foster mutual respect.

Parents/Carers must collect temporarily removed student property as soon as possible when advised by staff that it is available for collection unless the property has been seized by the Queensland Police Service.

#### School

The school must inform parents/carers of school policies and procedures.

Staff must follow school policies and procedures.

### Temporary removal of student property

Student property may be temporarily removed by staff if they are reasonably satisfied the removal is necessary to:

- ensure compliance with the school's Student Code of Conduct, Prohibited Items Policy and Electronic Devices Policy.
- 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 students of the school.



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## Process to temporarily remove student property

1. Staff member temporarily removes student property.
2. Where possible, staff member provides the student with 'Temporary Removal of Student Property' slip.
3. Staff member records the incident in One School.
4. Where appropriate, staff member issues consequence.
5. Staff member hands property in at the Rolls Office at the next available break and before the end of the day.
6. If the student refuses to give the staff member their property, the staff member will complete a One School behaviour incident and refer it to the appropriate member of the School Leadership Team.

## Return of temporarily removed student property

Temporarily removed student property is made available for collection by the student within a reasonable time period, unless the property has been seized by the Queensland Police Service.

Depending on the student's age and maturity, the Executive Leadership Team may choose to make the temporarily removed property available for collection to the parent/carer 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, it may not be appropriate to make their property available for collection by the student's parent/carer and the property will be returned to the student.

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

## Retention of temporarily removed student property

If the student 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 Executive Leadership Team will notify police about the temporary removal of the student property.

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

If the police seize the student property under the Police Powers and Responsibilities Act 2000 QLD, the property will not be made available by the school for collection. A receipt of seizure by the police will be available from the school upon request.



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If police decide not to seize the student property, where appropriate, the property may be returned to the students or parent/carer within a reasonable timeframe.

Where there is reasonable suspicion that the student is not the lawful owner of the student 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 retain or make temporarily removed student property available for collection

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

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

## Searches

Consent is not required for staff to search school property such as lockers, desks or laptops that are supplied to the student through the school.

Under normal circumstances, staff are not permitted to search student property unless they have the consent of the student or their parent/carer.

Where there is suspicion that a student has a prohibited item in their school bag, the School Leadership Team, with consent from the student or parent/carer, can open, examine or otherwise deal with the student property.

Where there is suspicion that the student has a dangerous item in their school bag, staff will remove the bag immediately from the student prior to seeking search consent or contacting the police. Under no circumstances should the student be permitted to go into the bag themselves.

Where there is suspicion that there is illegal activity on the student's electronic device, staff will remove the device immediately from the student prior to seeking search consent or contacting the police. Under no circumstances should the student be permitted to access the electronic device themselves.

In circumstances where permission is not granted by the student or parent/carer, staff will remove the student property immediately and contact the police.

Under emergency circumstances (medical), staff may need to search a student's property without the consent of the student or their parents/carers.



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Staff do not have the authority to search the person of a student, if a search is considered necessary the police should be contacted to make such a determination.

## Consultation

The Kirwan State High School Temporary Removal of Student Property Policy was developed in consultation with the school community, including:

- Teaching and non-teaching staff
- P&C
- School Council

## Review

The Kirwan State High School Temporary Removal of Student Property will undergo annual minor updates to reflect changing circumstances, data and staff.

A comprehensive review is conducted every four years in line with the scheduled review process for the School Planning, Reviewing and Reporting cycle.

## Endorsement

The Kirwan State High School Temporary Removal of Student Property Policy has been informed by:

- Education (General Provisions) Act 2006.
- Department of Education: Procedure – Temporary Removal of Student Property.
- Kirwan State High School Student Code of Conduct.
- Kirwan State High School Prohibited Items Policy.
- Kirwan State High School Electronic Devices Policy.

Endorsed by:

Heather Murry  
Executive Principal

JJ Taylor  
P&C President

Rick Phineasa  
School Council Chair

