**02 - BEHAVIOUR PROCEDURES - TEMPORARY REMOVAL OF STUDENT PROPERTY BY SCHOOL STAFF**

**TRANSCRIPT**

There are some occasions when a principal or member of state school staff may need to remove property from a student for a period of time. This may be because it is illegal for the student to have the item or it may present a risk to the student, other students, staff, or the school community; the staff member has reasonable belief that the item has been used to commit a crime.

The staff member can take the item or the bag in which the item is located. Staff do not have the authority to open or search a student's bag without the permission of the student. If staff are concerned that there are items in a student's bag that need to be removed and the student has not given permission for their bag to be searched, staff should remove the whole bag.

Staff can search school property for items and do not need the consent of the student or their parents. This includes lockers, desks and boxes that are the property of the school which are being used by the student.

Once staff have the item, if they reasonably believe the item is illegal or has been used to commit a crime, they should give the item to the police. The Student Code of Conduct explains the school disciplinary process to students, parents and the wider community, including the expectations and processes associated with the temporary removal of student property. The Student Code of Conduct will explain the circumstances which would lead to the temporary removal of property from students.

If school staff seize student-owned property such as iPads, computers or mobile phones, they cannot demand that students provide passwords for them or search or download content from the equipment. If the school staff believe the property may have been used to commit a crime it should be handed to the police.

Parents will be asked to attend the school so that any items that have been temporarily removed can be returned to them unless the item has been provided to the police for their further investigations into any allegations of criminal matters.

It's very important that the school community works together to ensure that schools are a safe place for everyone. Parents have a responsibility to ensure that their child does not take items to school that might present a risk to them or other people. They should also encourage their child not to take items to school that are unnecessary for them to have while at school.

October 2019