



TEMPORARY REMOVAL OF STUDENT PROPERTY

At Ascot State School our expectations are be a learner, be responsible, be respectful and be safe. We expect all members of our Ascot community to promote a caring, safe and supportive learning environment, and to maintain and foster mutual respect between all school staff, parents and students.

This *temporary removal of student property by school staff procedure* outlines the processes, conditions and responsibilities for our staff when temporarily removing student property. In determining what constitutes a reasonable time to retain student property, a member of the Ascot Executive Team will consider:

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

The Ascot Executive Team will also determine when the temporarily removed student property can be returned, unless the property has been handed to the Queensland Police Service.

The following items are explicitly prohibited at Ascot State School and will be removed if found in a student's possession:

- illegal items or weapons
- imitation guns or weapons
- potentially dangerous items
- drugs
- alcohol
- aerosol deodorants or cans
- flammable solids or liquids
- poisons
- inappropriate or offensive material

Ascot State school staff have the following responsibilities:

- do not require the student's consent to search school property such as lockers, desks or laptops that are supplied to the student through the school;
- may seize a student's bag where there is suspicion that the student has a dangerous item (for example, a knife) in their school bag, prior to seeking consent to search from a parent or calling the police;
- consent from the student or parent is required to examine or otherwise deal with the temporarily removed student property. For example, staff who temporarily remove a mobile phone from a student are not authorised to unlock the phone or to read, copy or delete messages stored on the phone;
- there may, however, be emergency circumstances where it is necessary to search a student's property without the student's consent or the consent of the student's parents (e.g. to access an EpiPen for an anaphylactic emergency);
- consent from the student or parent is required to search the person of a student (e.g. pockets or shoes). If consent is not provided and a search is considered necessary, the police and the student's parents should be called to make such a determination.

Ascot State School Parents have the following responsibilities:

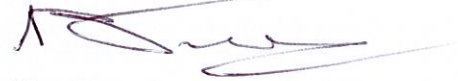
- ensure your children do not bring property onto schools grounds or other settings used by the school (e.g. camp, sporting venues) that:
 - is prohibited according to the Ascot State School Student Code of Conduct
 - is illegal
 - puts the safety or wellbeing of others at risk
 - does not preserve a caring, safe, supportive or productive learning environment
 - does not maintain and foster mutual respect;
- collect temporarily removed student property as soon as possible after they have been notified by the member of the Ascot Executive Team that the property is available for collection.

Ascot State Students have the following responsibilities:

- do not bring property onto school grounds or other settings used by the school (e.g. camp, sporting venues) that:
 - is prohibited according to the Ascot State School Student Code of Conduct
 - 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;
- collect their property as soon as possible when advised by the member of the Ascot Executive Team that it is available for collection.



Gayle Coleman
Principal



Ashley Busse
School Council Chair

