

CONFISCATING STUDENT PROPERTY

The best way of avoiding problems in this area is not to have to confiscate property in the first place. The following may help;

1. Clear and regular explanation of the classroom rules.
2. Appropriate classroom management strategies, e.g. a separate place for bags and coats if possible, a clear desk policy until work involving books or equipment begins.
3. Use a warning:
If you don't put xxx away then I will have to take it from you.
You can choose to put xxx away or place it on my desk and I will return it to you at

If you have to confiscate an item from a student you are then responsible for its safe keeping. **If that item is lost or damaged the school is responsible for making good that loss.** Put it in a safe and secure place and inform the student when and where they can recover it. The safest place for all confiscated items is the school office. On no account must confiscated property be used by anyone other than the owner.

If you wish the school office to securely store the item on your behalf you must place it in an envelope. Indicate the **students name, tutor group, your name** and when the item can be handed back to the student or parent.

Do not confiscate items longer than the end of the day unless there are exceptional circumstances. Dangerous items must be confiscated and reported to Head of School/Department or a senior member of staff. Items such as cigarettes should not be handed back to the student but referred to Head of School/Department. With regard to mobile phones, parents must be called if being without the phone puts the student at any risk.

Unless there is need to keep them, for evidence or to hand over to the police, arrangements should be made for the parents to collect the "offending" confiscated items. Items not falling in to these categories should only be kept overnight, or longer, if the parents have been pre-warned and given their consent. A non-reply to a letter or message can be taken as consent.

If you have any doubt about an item or securely storing it, please speak to the Head of School/Dept or Assistant Head (PG).