

CHRIST'S HOSPITAL

CONFISCATION OF PUPILS' PROPERTY POLICY

Aim

1. The aim of this policy is to state the circumstances under which pupils' property may be confiscated by a member of staff and the procedures to be followed when this occurs.

Introduction

2. From time to time School staff may consider it necessary to confiscate property from pupils when they consider that the health, safety or wellbeing of pupils may be put at risk, or that lessons are, or are at risk of being, disrupted.

Guidelines

- Any items causing a distraction in lessons, activities, prep, in Chapel or other formal occasions e.g. mobile phones, i-pods or items worn inappropriately with uniform may be confiscated by a member of staff.
- Any items likely to cause injury to a member of the School community, or damage to its buildings, grounds or facilities will also be confiscated by a member of staff.
- Tobacco, cigarettes, vaping materials, alcohol, drugs (including medications if the pupil has not been authorised to have them in their possession), knives or other weapons will be confiscated on the grounds of health, safety and safeguarding.
- Inappropriate materials likely to cause offense or emotional harm, such as pornographic or violent images, or materials promoting extremism, hatred or discrimination will also be confiscated, on safeguarding grounds.
- Pupils' mobile phones will also be confiscated when there is reason to believe that they have been used to bully or harass others online.
- House parents may confiscate mobile phones from pupils in their houses on an individual basis when this is in the best interests of the pupil, to help them to maintain healthy routines and focus on their academic work.

Procedures

- Any member of staff confiscating any personal item from a pupil during lessons or at other times outside the boarding house should take the confiscated item to the School Office where it will be held in a locked cupboard for 48 hours. The confiscation should be logged using the C4C system.
- Confiscated items must **not** be kept in classrooms or placed in houseparents' pigeonholes.
- The member of staff should enter on a cover sheet the name of the pupil, details of the confiscated item, the date confiscated and sign their name.
- At the end of the agreed period of confiscation the pupil will collect the confiscated item from the School Office and sign that they have done so.
- Any items confiscated by house staff should be kept in the house safe until they are returned. Confiscated items should be signed in and out.
- Tobacco and vaping materials should be destroyed or disposed of by house parents in front of the pupil(s). Alcohol should be passed to a Deputy Head for disposal.
- Disciplinary procedures will follow the confiscation of tobacco, cigarettes or alcohol and a member of the SLT will be informed. Details of sanctions can be found in the School's [Pupil Alcohol Policy](#) and [Pupil Anti-Smoking Policy](#).

- Staff must inform a Deputy Head immediately if any pupil is found to be in possession of drugs, a knife, or any other item believed to have the potential to be used as a weapon.
3. Parents are advised that expensive items should not be brought to School and that any items brought to School should be covered by their own personal home insurance.

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Date of Last Review: Aug 2020

Date of next review: Aug 2023