

CHRIST'S HOSPITAL

CONFISCATION OF STUDENT PROPERTY POLICY

Aim

1. The aim of this policy is to state the circumstances under which student 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 students when they consider that the health, safety or wellbeing of students may be put at risk, or that lessons or other activities are being disrupted, or are at risk of being so.

Guidelines

- Any items causing a distraction in lessons, activities, prep, in Chapel or other formal occasions e.g. mobile phones, headphones, earbuds 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 student 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 offence or emotional harm, such as pornographic or violent images, or materials promoting extremism, hatred or discrimination will also be confiscated, on safeguarding grounds.
- Students' mobile phones will also be confiscated when there is reason to believe that they have been used to access harmful material or to bully or harass others online.
- Houseparents may confiscate mobile phones from students in their houses on an individual basis when this is in the best interests of the student, to help them to maintain healthy routines and focus on their academic work.

Procedures

- Any member of staff confiscating any personal item from a student during lessons or at other times outside the boarding house should take the confiscated item to the School Office and log the details of the confiscation using the C4C system. The item will be held in a locked cupboard.
- 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 student, details of the confiscated item, the date confiscated and sign their name.
- School Office staff will log the confiscated item, secure it in a locked cabinet and inform the houseparent and assistant houseparent by email.
- The houseparent or assistant houseparent will collect the confiscated item from the School Office when it is convenient to do so, usually within 48 hours, and sign that they have done so. The houseparent will return the confiscated item to the student at an appropriate time, using their discretion and depending on the circumstances.
- 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 houseparents in front of the student(s). Alcohol, drugs, drug paraphernalia, knives or other potentially dangerous items should be passed to a Deputy Head for disposal.
 - Disciplinary procedures will follow the confiscation of tobacco, cigarettes, vaping materials, or alcohol and a Deputy Head will be informed. Details of sanctions can be found in the School's Student Alcohol Policy and Student Anti-Smoking Policy.
 - Staff must inform a Deputy Head immediately if any student 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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