



ASPIRE - LEARN - ACHIEVE

Temporary Removal of Student Property Policy



ACADEMIA



CITIZENSHIP



THE ARTS



TECHNOLOGY



S P O R T

BENTLEY PARK COLLEGE

A Complete Prep to Year 12 Education

Rationale

The removal of any property in a student's possession may be necessary to promote the caring, safe and supportive learning environment of the school, to maintain and foster mutual respect between all state school staff and students. This is outlined in the **Temporary Removal of Student Property Policy**.

Purpose

To clearly outline the processes, conditions and responsibilities for the principal and staff when temporarily removing student property.

Operation of the Policy

In determining what constitutes a reasonable time to retain student property, the principal or school staff 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 principal or school staff 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 Bentley Park College and will be removed if found in a student's possession:

- illegal items or weapons (e.g. guns, knives*, throwing stars, brass knuckles, chains)
- imitation guns or weapons
- potentially dangerous items (e.g. blades, rope)
- drugs** (including tobacco)
- alcohol
- aerosol deodorants or cans (including spray paint)
- explosives (e.g. fireworks, flares, sparklers)
- flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- poisons (e.g. weed killer, insecticides)
- inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda).

* No knives of any type are allowed at school, including flick knives, ballistic knives, sheath knives, push daggers, trench knives, butterfly knives, star knives, butter knives, fruit knives or craft knives, or any item that can be used as a weapon, for example a chisel. Knives needed for school activities will be provided by the school, and the use of them will be supervised by school staff. In circumstances where students are required to have their own knives or sharp tools for particular subjects or vocational courses, the school will provide information about the procedures for carrying and storing these items at school.

** The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need. Schools require medical authorisation to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines).

Responsibilities

Staff at Bentley Park College:

- 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/carer 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/carers (e.g. to access an EpiPen for an anaphylactic emergency).

Consent from the student or parent/carer 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/carers should be called to make such a determination.

Parents/Carers of students at Bentley Park College:

- 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 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 Principal or staff that the property is available for collection.

Students of Bentley Park College:

- 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 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 Principal or staff it is available for collection.

Documentation

[Student Code of Conduct](#)



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