

## **BAYFIELD HIGH SCHOOL**

### **SEARCH, SURRENDER AND RETENTION POLICY**

1. The Board is responsible for ensuring a safe physical and emotional environment for employees, students or visitors, and identifying and addressing harmful or potentially harmful situations that may arise.
2. In accordance with the procedures outlined in “*Guidelines for the surrender and retention of property and searches*” (Ministry of Education, January 2014), the school may require students to produce, reveal, and surrender items in their possession, including items stored on an electronic device (for example, a mobile phone, a tablet or a computer), provided that reasonable grounds exist for believing that a student has something in their possession that is:
  - Harmful (poses an immediate threat to the physical or emotional safety of any person); and/or
  - Likely to endanger the safety of others; and/or
  - Likely to detrimentally affect the learning environment.
3. If an item is surrendered, the school may retain and/or dispose of it (if appropriate). If a device is surrendered, it may be retained but not disposed of. Retained items/devices must be stored appropriately and, after a reasonable period of retention, returned to the student or passed to another person (eg. a parent) or agency (eg. the police).
4. Searches may be initiated and conducted only if a student refuses to produce or surrender an item that is considered to be harmful (i.e. poses an immediate threat to the physical or emotional safety of any person).
5. A school can search its own property at any time, for any reason and in any way. A school’s property includes buildings, grounds and vehicles, as well as any locker, desk or other receptacle provided to students for storage purposes.
6. Searches of student property is limited to outer clothing (except where there is no other clothing or only underclothing beneath), head coverings, gloves, footwear, socks, bags or other containers when handed over by the student. It is unlawful to search a student’s person.
7. In exercising these powers, schools must act reasonably, in good faith and in the least intrusive manner necessary to achieve a safe environment.

<b>Next Triennial Review Date</b>	November 2020
<b>Policy Area</b>	NAG 5 (Health and Safety)
<b>Related Legislation</b>	Education Act 1989
<b>Linked Policies</b>	N/A
<b>Linked Documentation</b>	Guidelines for the surrender and retention of property and searches (Ministry of Education, January 2014)