

## **OKAIHAU COLLEGE POLICY: Confiscation of Student Property**

---

### **Objectives:**

1. To actively prevent and discourage the presence of dangerous or prohibited items in the school.
2. To reinforce the school's uniform policy.

### **Guidelines:**

1. Items that are a danger to the pupil or others would include dangerous jewellery (such as earring, neck chains etc. which can be accidentally hit or pulled), drugs, knives, chemicals, rubber bands, projectiles etc.
2. Items may be kept until the end of a period, a day or a week.
3. Dangerous or illegal items (such as knives, cigarettes) should not be returned to students, but may be given to parents.
4. Devices being used inappropriately in class will be confiscated.

### **Procedure:**

1. Inform a student that it is necessary to confiscate the item and the reason for this.
2. Staff should name confiscated items and ensure they are kept in a secure place.
3. If a student refuses to comply they should be referred immediately to a Deputy Principal.
4. Failure to comply with a request for confiscation by a Deputy Principal would then be treated as a serious breach of school rules.