



# Timaru Christian School Procedures

## HS 21 – Search and Retention

Where a teacher has a serious concern, based on reasonable grounds, that a student has something that is harmful, they may carry out a search. Their concern may arise out of something they have seen or heard, or information provided by another staff member, student or member of the community.

Harmful items include things that are:

- Likely to endanger the safety of others
- Likely to detrimentally affect the learning environment
- Posing an immediate threat to the physical or emotional safety of any person.

Only teachers and staff authorized by the principal can carry out a search.

When a device is surrendered (eg phone, tablet, computer), staff may retain it, but cannot dispose of it.

When an item is surrendered (i.e. anything that is not a device), staff may retain and/or dispose of it (if appropriate.)

Items or devices which are to be returned must be stored appropriately and securely in the principal's office and returned to the student or parent after a reasonable period of time (i.e. between 1 day and 1 week).

If a student refuses to show or surrender an item that is likely to endanger safety, then a search can be conducted, or they will undergo the steps in the Positive Guidance Procedure. If necessary, a stand-down or suspension may be given.

To conduct a search for an item, the following steps must be taken:

- A second staff member must be present as an observer.
- The student must remove outer clothing or surrender a bag or other belongings in which they suspect the item/device is.
- Staff may not search clothing that the student is still wearing.
- If drugs or weapons are believed to be involved, the Police should be notified and they may have the power of search.
- Staff may retain any of the harmful items identified above.
- Whether or not an item is found, the clothing, bag or other belongings must be returned immediately.

'Blanket' searches are not allowed. This means that if there is a suspicion of a stolen object, a group of children cannot all be searched. There must be reasonable evidence or suspicion which would result in a very limited number of students being searched.

Date of last review: Term 2, 2017

Date of next review: Term 2, 2020

Signed \_\_\_\_\_



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If a search is carried out, the following details must be recorded and given to the principal:

- The date of the search
- The name of the student
- The name of the staff member who conducted the search
- An explanation of the basis of the search (reason, evidence etc)

The principal will keep this information on file and inform the board.

A school can search any part of its own at any time, for any reason, by any means.

- School property includes:
- Digital property
- Lockers
- Desks
- Storage areas/containers
- All buildings
- Grounds
- School vehicles