

## **ALMOND COLLEGE**

### **CONFISCATION OF STUDENT PROPERTY POLICY**

#### **Aim**

The purpose of this policy is to clearly outline when and why staff at Almond College may temporarily take possession of items belonging to students, and to explain the procedures that will be followed to ensure fairness, safety, and accountability.

#### **Background**

At Almond College, the safety, wellbeing, and effective learning of our students are paramount. There may be occasions when a member of staff considers it necessary to remove an item from a student if that item poses a risk to health, safety, safeguarding, or if it disrupts teaching, learning, or school activities. This policy provides guidance on how such situations are managed.

#### **Items That May Be Confiscated**

A member of staff is authorised to confiscate student property in the following circumstances:

- Items that cause distraction during lessons, school activities, assemblies, chapel services, examinations, or other formal occasions. These may include mobile phones, headphones, earbuds, smart devices, or items worn incorrectly with school uniform.
- Objects that could cause physical harm to students, staff, or visitors, or that may damage school buildings, equipment, or grounds.
- Prohibited substances or materials, including tobacco products, cigarettes, vaping devices or liquids, alcohol, illegal drugs, unauthorised medications, knives, or any object that could be used as a weapon. These items will be treated as safeguarding concerns.
- Materials that are inappropriate or harmful, such as content that is pornographic, violent, offensive, or that promotes extremism, hatred, or discrimination.
- Mobile phones or digital devices where there is reasonable suspicion that they have been used for cyberbullying, harassment, accessing inappropriate content, or any activity that compromises student safety or wellbeing.
- Houseparent or designated pastoral staff may temporarily withdraw mobile phones or similar devices if this is considered necessary to support a student's routine, wellbeing, behaviour, or academic focus.

#### **Procedures for Confiscation**

- Any staff member who confiscates an item during lessons or general school activities must submit the item to the School Office as soon as possible.
- Details of the confiscation must be recorded, including the student's name, the item taken, the date, the reason for confiscation, and the name of the staff member involved.

- Confiscated items will be securely stored in a locked cabinet within the School Office. Items must not be kept in classrooms, staff pigeonholes, or unsecured areas.
- The School Office will formally log the item and notify the relevant pastoral staff where appropriate.
- Pastoral staff will retrieve the item from the School Office and decide, using professional judgement and taking circumstances into account, when and how the item should be returned to the student.
- Items confiscated directly by pastoral or boarding staff should be securely stored and appropriately signed in and out until returned.

### **Disposal of Prohibited Items**

- Tobacco products and vaping materials will be disposed of by authorised staff in the presence of the student where appropriate.
- Alcohol, illegal drugs, drug-related materials, knives, or other dangerous items must be reported immediately to a senior member of staff and handled in line with safeguarding and disciplinary procedures.
- Any student found in possession of drugs, weapons, or potentially dangerous items will be referred immediately to senior management staff, and further action will be taken in line with Almond College's behaviour and safeguarding policies.

### **Disciplinary Action**

Confiscation of items such as tobacco, vaping materials, alcohol, or other prohibited substances may result in additional disciplinary measures. Parents will be informed where appropriate, and sanctions will be applied in accordance with existing school policies.

### **Parental Guidance**

Parents and guardians are strongly advised that students should not bring valuable or expensive personal items to school. Almond College does not accept responsibility for loss or damage to personal belongings, and families are encouraged to ensure that any items brought to school are covered by personal insurance.

### **Policy Review**

This policy will be reviewed periodically to ensure it remains effective, fair, and aligned with safeguarding best practice.