



## Surrender and Retention of Property and Searches Policy

### Rationale:

The College endeavours to provide a safe physical and emotional environment for students and staff. The welfare of the student is the school's primary concern in regard to the surrender and retention of property and searches.

### Objective:

The school will comply with the Ministry of Education Guidelines for the surrender and retention of property and searches. In doing so the school will act reasonably and in good faith. The school will act in a timely manner.

### Purpose:

To provide a fair and dignified process.

### Guidelines:

- The Ministry of Education "Guidelines for the surrender and retention of property and searches" (January 2014) shall be followed.
- Student safety and student wellbeing will be at the forefront of any decisions related to surrender and retention of property and searches.
- The College will endeavour to contact caregivers prior to conducting a search however we note item 20 (Page 16) in the Guidelines that the school does not need to bring in a guardian prior to conducting a search.
- The College will keep records in accordance with the guidelines on searches and retention of property.
- The College will work with the NZ Police where necessary.

### Related documentation:

- <http://www.education.govt.nz/assets/Documents/School/Guidelines-for-the-surrender-and-retention-of-property-and-searches.pdf>
- Health and Safety Policy

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Signature: [Signature]

Designation: Presiding Member

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