

**DEVIZES SCHOOL
CONFISCATION OF PROPERTY POLICY AND PROCEDURE**

ALL ITEMS of value e.g. laptops, mobile phones, whether permitted, dangerous or banned items, are brought into school at the student's own risk. They are not covered by the school's insurance and the school will not accept responsibility for any loss or damage.

DANGEROUS AND BANNED ITEMS NOT TO BE BROUGHT INTO SCHOOL

The following items are not allowed in school:

Dangerous Items:

1. Illegal drugs and 'legal highs' and any equipment associated with drug taking
2. Guns, including toy/ mock ones
3. Knives and other offensive weapons
4. Alcohol
5. Fireworks or any other explosive or flammable items

Items 1-4 are to be given straight to the Principal who will deal with them. The school reserves the right to inform the police if items 1, 2 or 3 are brought onto the school premises and to give these items to the police.

Banned Items:

MP3 player/iPods
 Any products containing solvents
 Aerosols
 Matches, lighters and cigarettes
 Electronic/battery computer games, devices and gadgets
 Excess jewellery (see uniform policy)
 Energy drinks, i.e. those with a high caffeine content such as *Source, Red Bull, Monster Boost, or any other supermarket own-brand*

Mobile phones can be brought into school by students but must be switched off and kept safely in a school bag at all times during the school day. If students are caught using or carrying a mobile phone during the school day it will be confiscated and treated as a 'banned item'.

Procedures for staff

- If a member of staff finds a student in possession of a dangerous item they should immediately confiscate it and call the 'on duty' member of staff.
- If a student is found in possession of a banned item or mobile phone, staff will take it to Student Services.
- Student Services will keep a written record of the items handed in and will send a letter home to parents to arrange a time for collection. The item will only be returned to the parent or appropriate adult when they bring this letter to Student Services. Details/status of confiscated items are available in a spreadsheet on RMStaff/Staff Resources/Confiscated Items on a read-only basis.
- Students in the 6th Form have the privilege of bringing an iPod/MP3 player/mobile phone/tablets & laptops to school but they may only be used in the 6th Form Centre or the LRC.
- Items not allowed in school or being misused in school, but not listed above, will be confiscated by staff who will have their own arrangements for handing them back to the students.
- See below for process map.

Date agreed by SLT: 3 May 13

Date approved by the Student Welfare Committee: 7 May 13
Date approved/adopted by the Governing Body: 15 May 13
Date for Review: May 14

CONFISCATION OF PROPERTY POLICY AND PROCEDURE PROCESS MAP

