



## 5.25 SURRENDER AND RETENTION PROCEDURE

This procedure is intended to assist staff to deal with situations where the safety of students, staff or the hostel or school is compromised.

There can be no definitive way of dealing with each and every scenario and staff will most often be required to look to their own experience and judgement. Often the circumstances will be straight forward and responses will be routine, but there will be occasions when the best course of action is not obvious.

Where a range of responses is available, staff are encouraged to exercise judgement that is based on what is reasonable in the circumstances.

There are, however, some fundamental principles on which this procedure is built:

### Principles:

- To provide a safe physical and emotional environment for students and staff.
- Parents, students and the public will have a legitimate expectation that the school and boarding environment will be free from drugs and other health harming substances, weapons, alcohol and cyber bullying.
- Staff act reasonably, in good faith and in the least intrusive manner to achieve a safe environment.
- Students are protected under Section 21 of the New Zealand Bill of Rights Act 1990, which states "Everyone has the right to be secure against unreasonable search or seizure, whether of the person, property or correspondence or otherwise". This section does not prohibit searches or seizure of student property, and the latest Search and Seizure MoE guidelines do not apply to school hostels. In the case of the boarding hostel, Acland staff must be able to justify their actions as reasonable and necessary to maintain a safe environment.

### Supporting Documents/Legislation:

- Guidelines for the surrender and retention of property and searches – Ministry of Education – January 2014, including Rules as at Appendix Two
- New Zealand Bill of Rights Act 1990
- Privacy Act 1993

Responsibility: Senior Leadership Team and Acland House Committee  
Date: June 2021  
Review: Term 2 2023  
Policy: 5.25 Surrender And Retention Procedure

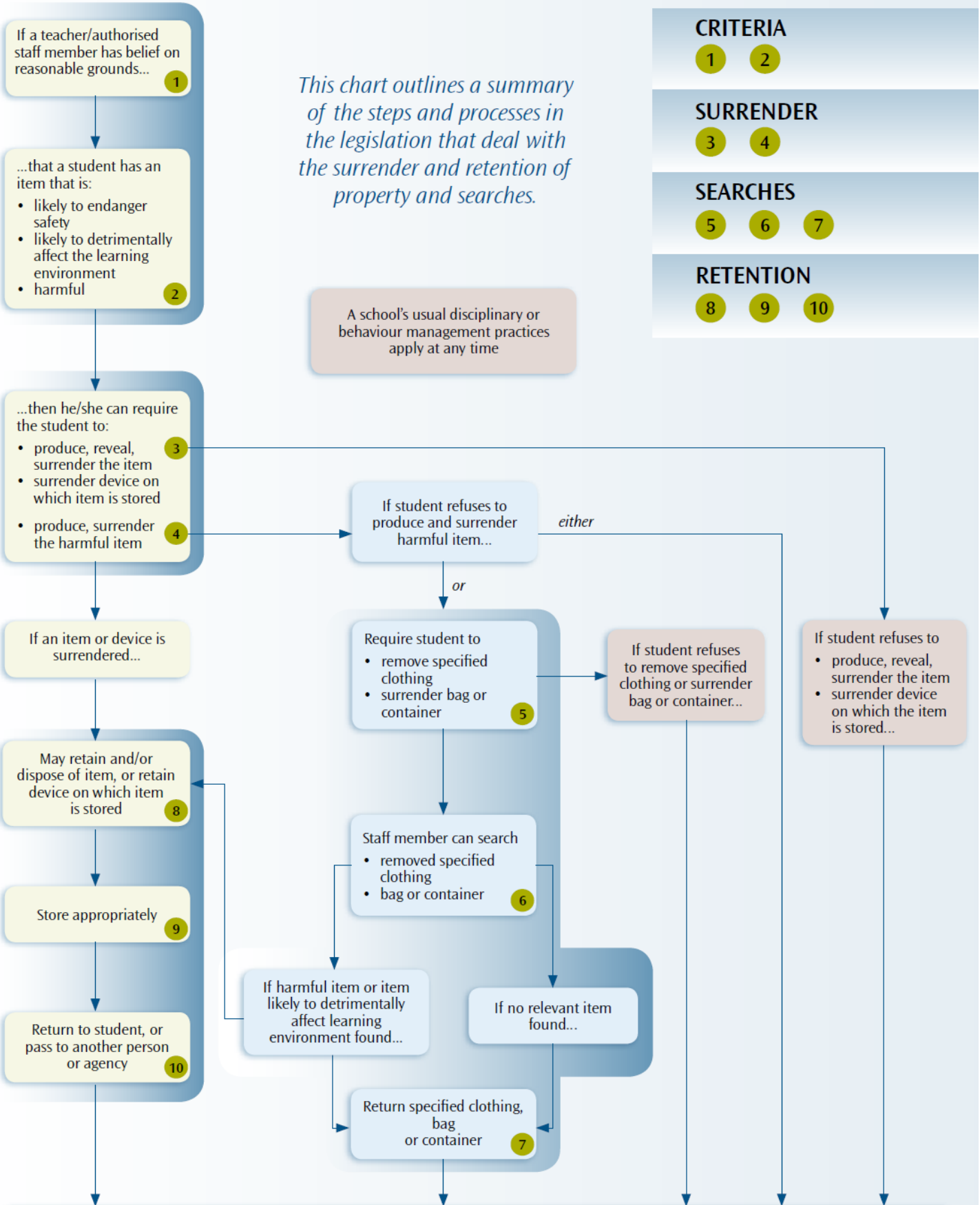
### **Authorised Staff**

- All teaching staff at Christchurch Girls' High School and all student supervising staff at Acland House are entitled to act in accordance with the procedure, and other relevant legislation as outlined above.
- Where possible, the principal, deputy principal or assistant principals should be present when an issue pertaining to this procedure is being investigated at the school and the Director of Boarding, Deputy Manager or Assistant Manager should be present when an issue pertaining to this procedure is being investigated at the hostel.

Responsibility: Senior Leadership Team and Acland House Committee  
Date: June 2021  
Review: Term 2 2023  
Policy: 5.25 Surrender And Retention Procedure

Page 2 of 8

# Surrender and Retention Flowchart



Christchurch Girls' High School Student Management and/or other relevant Policy/Procedures apply

Responsibility: Senior Leadership Team and Acland House Committee  
 Date: June 2021  
 Review: Term 2 2023  
 Policy: 5.25 Surrender And Retention Procedure

## Criteria

**Criteria** - Steps 1 and 2 on the chart summarise the criteria for requiring a student to produce or reveal an item, or to surrender an item or electronic device.

Before acting under the legislation, staff need to form a *belief on reasonable grounds* that a student has an item that is

- a. likely to endanger safety, or is
- b. likely to detrimentally affect the learning or living environment, or is
- c. harmful.

It is important to note that an item does not have to be a physical thing. It can include information (for example, text, graphics) stored in electronic form on, say, a mobile phone.

### *Belief on Reasonable Grounds*

“Belief on reasonable grounds” does not mean “absolutely certain.” What is reasonable depends on context and the nature of the item in question.

Reasonable grounds could be based on specific information about a student. This may be circumstantial in some cases, and may be based on information provided by others. As always, care should be taken to consider and weigh up the strength of statements made by students, including the credibility of the students themselves.

d. Likely to Endanger Safety:

In making a judgement about the potential threat of an item, staff will need to consider the particular circumstances, rather than relying solely on the nature of the item itself. Almost any object could be used as a weapon but in the circumstances at the time, is that object likely to endanger safety?

It is impossible to provide a comprehensive list of items in this category. A staff member is free to use reasonable judgement about what is likely to endanger safety in a particular set of circumstances. Examples of items in this category could include such things as bullying texts, drugs and other health harming substances, laser pens, steel rulers, a compass, a craft knife, scissors, guns of various types, alcohol and spray cans.

a. Likely to detrimentally affect the learning/boarding environment:

This is a very broad category of item. Anything that disrupts the flow of supervision or teaching or learning has a detrimental effect on the learning and/or boarding environment. The judgement call belongs to the staff member. A belief on reasonable grounds is all that is required before the steps of the legislation may be applied.

Examples range from the comparatively innocuous (but extremely annoying) persistent tapping of a ruler or beeping mobile phones & electronic devices in prep or class through to theft of a wallet or craft knife, as well as inappropriate use of a vehicle.

Depending on the circumstances, a mobile phone/electronic device can be either:

- an item in itself (affecting the learning or living environment by beeping or distracting students from the task in hand or keeping them awake), or
- a device that stores an item that is likely to endanger safety (such as a bullying or inappropriate text or image)

Responsibility: Senior Leadership Team and Acland House Committee  
Date: June 2021  
Review: Term 2 2023  
Policy: 5.25 Surrender And Retention Procedure

Page 4 of 8

b. Harmful:

*This is the only category of item for which a search may be conducted.* The legislation defines a harmful item as something that a teacher or authorised staff member has reasonable grounds to believe poses an immediate threat to the physical or emotional safety of any person.

Sometimes, a judgement will have to be made about whether an item is harmful or is likely to endanger safety. Staff are free to apply professional judgement and common sense in deciding into which category an item falls – they need to have reasonable grounds for belief. Firearms, including BB Guns, for example, do not have to be real or functioning in order to pose an immediate threat. Other examples of harmful items may include text messages, drugs or health harming substances, weapons, gang colours or insignia, and sexually explicit photographs of a student.

### **Surrender - steps 3 & 4**

- When a student is *required* by a staff member to surrender, produce or reveal something, this procedure is triggered and applies.

A staff member may require students to produce, reveal and surrender items in their possession or control if the staff member has reasonable grounds to believe that a student has an item that is likely to endanger safety or detrimentally affect the learning environment, or is harmful. If such an item is stored on an electronic device, staff may require the student to reveal the item and/or may require the device to be surrendered.

If the item is believed to be harmful, the staff member also has the option of conducting a search for the device. If a student refuses a staff member's request, the school's and/or hostel's usual disciplinary or behaviour management practices may apply.

A relatively benign object can be used by a student inappropriately or unsafely and in such instances, staff can quickly and easily resolve the situation by applying usual behaviour management practices. The reasons for seeking confiscation of an item may not be as obvious to a student as they will be to a staff member. It is good practice to explain the reasons for confiscation to the student. An explanation may also help if a student is not willing to follow an instruction to hand over an item.

### **Search – steps 5,6 & 7**

A search is an examination of a person or property for something that is hidden. A search may include situations where a person is required to remove items of clothing or to empty out his or her pockets. It can also involve a student's 'correspondence' including written and electronic material (for example, in a diary, on a mobile phone or on a laptop).

Searches may be conducted only for an item that is considered to be harmful. A harmful item is an item that a teacher or an authorised staff member has reasonable grounds to believe poses an immediate threat to the physical or emotional safety of any person.

Responsibility: Senior Leadership Team and Acland House Committee  
Date: June 2021  
Review: Term 2 2023  
Policy: 5.25 Surrender And Retention Procedure

Page 5 of 8

### Search Powers

The school and boarding hostel can search its own property at any time, for any reason and in any way.

A school's and boarding house's property includes buildings, grounds and vehicles – as well as any locker, desk, bed or other receptacle provided to students for storage purposes.

### Conducting a Search

It is not mandatory to conduct a search. At any time, the school or Hostel may apply its usual disciplinary or behaviour management practices.

An authorised staff member, upon forming a belief on reasonable grounds that a student has an item that is harmful, may require a student to:

- remove any outer clothing, except where the student has no other clothing, or only underclothing
- remove any head covering, gloves, footwear or socks (NB some students may object to removing a head covering on religious grounds)
- surrender a bag or other container.

Note that outer clothing includes a coat, jacket, jumper or cardigan – and that socks does not include tights or stockings.

If the student removes any clothing or footwear, or surrenders any bag or other container, then the staff member may search it. Even if a student asks a teacher or authorised staff member to do so, the clothing *must not* be searched while the student is wearing it. When searching a student's bag, the student could be asked to hold the bag open and move the contents around so that they can be more easily viewed by the staff member conducting the search.

If during the search for a harmful item, an item that is likely to detrimentally affect the learning/boarding environment is found, then the staff member may retain it. The retention steps in the chart then apply. Whether an item is found or not, the clothing or footwear or bag or other belongings must be returned to the student immediately.

### Restrictions and Limitations

- A search should be carried out in a manner that gives the student the greatest degree of privacy and dignity consistent with the purpose of the search.
- Christchurch Girls' High School and Acland House may at times have students from many different nationalities. It is important for staff to be aware of relevant sensitivities when considering a search.
- Unless impracticable, a search must be carried out by a staff member who is of the same sex as the student, and in the presence of the student and another staff member who is of the same sex as the student.
- Unless impracticable, a search must not be carried out in the view of any person other than the person carrying out the search, the student and another staff member.
- It is unlawful to search a student's person.
- A staff member cannot use physical force against a student, other than in an emergency situation where staff are acting to defend themselves or others against immediate harm.
- A search of the property of two or more students together cannot be initiated unless the staff member has reasonable grounds to believe that each student has a harmful item.

Responsibility: Senior Leadership Team and Acland House Committee  
Date: June 2021  
Review: Term 2 2023  
Policy: 5.25 Surrender And Retention Procedure

Page 6 of 8

## Written Records

The Board must have a written record of all searches.

The written record is to be stored with the principal or Director of Boarding, as appropriate, and include:

- a. the date of the search
- b. the name of the student
- c. the name of the staff member who conducted the search
- d. if applicable, an explanation of why any of the “if practicable” requirements could not be fulfilled (re sex of person searching, presence of second staff member of same sex as student, presence of student)
- e. any other details specified by the Board.
- f. records are to be kept for seven years, this covers the period for the statute of limitations for civil matters

## Safety

If you begin a search and it becomes unsafe to continue, stop. Ensure the student and the belongings in question are under supervision in a safe place, and contact the principal or Director of Boarding who will liaise with parents and/or the Police.

### **Retention – steps 8, 9 & 10**

There are general principles that apply to storage, return, passing on to another person or agency, and disposal. The following have to be considered:

- the health and safety of people
- the apparent value of any item or device retained
- the person believed to be entitled to the possession of the item or device concerned. These considerations should guide Board decision-making, as well as the actions of staff.

## Actions

Having had an item surrendered, or having retained an item as a result of a search, the first decision by a staff member is whether the item should be retained or disposed of.

## Retaining and Storage

Reasonable care must be taken of the item. The teacher or authorised staff member should:

- give the item or device, as soon as possible, to the principal, deputy principal, assistant principal or director of boarding or deputy manager
- place the item or device in secure storage . If an item/device is to be retained overnight or longer it must be held in secure storage – the safe at school or the locked cabinet at the Acland House office, which only authorised staff can access.

## Returning or Passing On

When deciding to return an item or device to a student or to pass it to another person or agency, the following considerations need to be borne in mind:

- the health and safety of people
- the apparent value of the item or device concerned

Responsibility: Senior Leadership Team and Acland House Committee  
Date: June 2021  
Review: Term 2 2023  
Policy: 5.25 Surrender And Retention Procedure

Page 7 of 8

- the person believed to be entitled to the possession of the item or device concerned. If it is appropriate to return the item to the student from whom it was taken, the item or device must be made available to the student as soon as practicable.

In some circumstances, it could be appropriate to pass the item or device to another person (such as a parent or caregiver or the person believed to be entitled to possession of it), or to an agency. Agencies to which items may be passed include the Police, the department of Internal Affairs (for certain types of pornography, for example), and the New Zealand Customs Service (for certain types of contraband, for example).

In the great majority of cases, retained items/devices would be returned either on the same day or in the short term. Keeping an item, in itself, should not be used as a form of punishment.

The school and boarding hostel is able to continue with long-standing practices such as: first occasion, item returned to student; second occasion, parents or caregivers asked to pick the item up.

If it is not appropriate to return the item to the student (for example, because of the student's age), the item may be returned to the student's parents or caregivers.

Unless otherwise instructed by the Police, stolen property should be returned to the rightful owner.

### Disposal

An item may be disposed if the principal or Director of Boarding considers it appropriate.

An item that has been retained may not be sold. Other forms of disposal are permissible (for example, unclaimed items may be donated to charity). Disposal may include destruction, if appropriate. In some circumstances, it may be possible to dispose of an electronic item (such as a photo or text message) by deleting it. Note that an electronic device cannot be disposed of.

### Written records

There must be a record of every item or device retained under the legislation and retained for two or more school nights. The reference to school nights is to avoid triggering the need for a record when an item is retained on a Friday with the intention of returning it on the Monday in the boarding hostel.

The record must include the following:

- the date on which the item or device was taken
- the name of the student from whom the item or device was taken
- the name of the teacher or authorised staff member who took the item or device.

Responsibility: Senior Leadership Team and Acland House Committee  
Date: June 2021  
Review: Term 2 2023  
Policy: 5.25 Surrender And Retention Procedure

Page 8 of 8