

**ST FRANCIS XAVIER CATHOLIC SCHOOL  
SEARCH AND SEIZURE STAFF PROCEDURE**

**RATIONALE:**

St Francis Xavier Catholic School has high expectations of students and staff based on concern and respect for not only oneself but also for others in accordance with the Gospel Values of tika (truth), pono (honesty), aroha (love).

**PURPOSES:**

To provide a safe orderly environment.

**GUIDELINES:**

St Francis Xavier Catholic School reserves the right to search and seize property under the following circumstances namely:

Recovery of stolen property or detection of illegal or dangerous weapons where there is a reasonable suspicion of a particular student possessing such item.

Detection of property or substances which could result in injury or harm to the individual or other students exposed to the items where there is a reasonable suspicion of a particular student possessing such item.

Of any matter or item reasonably believed to be a threat to the maintenance of a clean, orderly education environment where there is a reasonable suspicion of a particular student possessing such matter or item.

**What may be searched?**

Bags, lockers, clothing not being worn may be searched as above.

As to any clothing being worn by a student, teachers may request that coats, jackets, jerseys, shoes and socks be removed for inspection or that the student (not the teacher) turn out the student's own pockets.

No student will be required to remove any other item of clothing.

**Manner of search**

Except in extreme circumstances involving threat of imminent harm to the any student, staff member or visitor no force can be used in the exercise of a search or seizure.

Two teachers must be present, most preferably of the same gender as the student and a teacher who is not aggrieved at the student concerning the circumstances of the situation.

Any teacher who thinks that a search is warranted should advise the student concerned of the basis of their suspicion and of their intention to refer them directly to the Deputy Principal or Principal and should escort them there immediately, preferably with a teacher witness of the same gender as the student.

### **Post search / seizure**

Parents or caregivers should be advised after the event in all cases.

A written record of the incident and steps following should be taken, signed and filed.

The school reserves the right to notify the Police in circumstances where either:

- (a) The student refuses to co-operate with a request for a search of that students property or clothing; or
- (b) Where stolen property, illegal substances or weapons are recovered as a consequence of a search.

Items banned pursuant to school rules shall be held at the Principals office and returned at the end of the day to the parents or caregivers as appropriate. Details of confiscated items and their owners will be listed in a register held by the school.

Illegal or dangerous items shall be handed to the Police as soon as possible.