

## 16. SURRENDER AND RETENTION OF PROPERTY AND SEARCHES

### Purpose

This policy deals with any legislative requirements relating to surrender and retention and ensures that a safe physical and emotional environment is provided for students and staff.

### Guidelines:

1. Staff are expected to act in a reasonable least intrusive manner based on what is reasonable in the circumstances.
2. The Board, through the Principal and Senior Leadership Team (or persons acting in these roles), will ensure that potential harmful situations are identified and addressed.

This policy deals with any item that is:

- Likely to endanger the safety of others
  - Likely to detrimentally affect the learning environment
  - Harmful (poses an immediate threat to the physical or emotional safety of others)
3. The Board expects the staff to exercise good judgement based on what is reasonable in the circumstances.
  4. The Board will adhere to the [Ministry of Education guidelines and procedures](#) relating to the surrender and retention of property and searches of students.
  5. The Board will ensure that staff are provided with opportunities for training in the understanding and operation of this Policy as required.

[Education and Training Act 2020 \(106 Surrender and Retention of Property\)](#)

**Ratified by Board of Trustees**

**18<sup>th</sup> May 2023**

Date Last Reviewed: 18/05/2023		Date for next Review: 18/05/2026
Updated by: L McDonald	Approved by: BoT	Page: 1 of 1