



The Boston Witham Academies Federation

Haven High Academy

CONFISCATED ITEMS POLICY

There are certain items that learners may have on their person, or in their possession, that staff are asked to confiscate when seen, such as:

- Jewellery, other than what is allowed
- Mobile phones
- iPods or their equivalent

These items should be placed in an envelope, or secured with paper, with the learner's name attached, and handed immediately to the Learner Services Office (Marian campus) or Mrs Bates (Tollfield campus). These items can be collected from the Learner Services Office (Marian campus) or from Mrs Bates (Tollfield campus) after 3.50pm.

In the event of a confiscated item not being handed in to the Learner Services Office (Marian campus) or Mrs Bates (Tollfield campus) and being subsequently lost then the responsibility of replacing the item will be that of the member of staff who confiscated it.

Other items that learners may have on their person, or in their possession, that staff are asked to confiscate when seen, are:

- Cigarettes (including e-cigarettes)
- Lighters
- Alcohol
- Any dangerous item such as a knife
- Any suspected drugs

These items when confiscated should be handed to the Year Head. Cigarettes, lighters and alcohol will not be returned to the learner, they will be destroyed. Vaping paraphernalia will be confiscated and not returned for repeated offences.

In the case of a dangerous or illegal item being confiscated the police will be informed and asked for advice. Parents/carers will be informed of the action taken and the confiscated item will be stored securely and depending on police advice either destroyed or taken away by the police.

Reviewed June 2017

Reviewed and amended June 2018

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Signed off by:

Print name and role:

Date: