



KAIPARA COLLEGE

CONDUCTING STUDENT SEARCHES POLICY

RATIONALE

- 1.1 The board of trustees is committed to providing a safe environment by actively discouraging the presence of dangerous, illegal or items prohibited under the Kaipara College Code of Conduct.

GUIDELINES

- 2.1 To provide guidelines and procedures for searching students property and persons.
- 2.2 Any search must be undertaken as per the legislative steps for the surrender and retention of property and searches.
- 2.3 If a student has, or is believed to have, an item in his or her possession which poses a potential or direct threat to their own and others' safety, it is open to the school to conduct a search to confiscate that item.
- 2.4 The object of a search may be a dangerous or illegal item such as a weapon or drugs; stolen items or items prohibited under the Kaipara College code of conduct. A search may also involve searching a student's correspondence including written and electronic material such as a diary, mobile phone or laptop.
- 2.5 Before conducting a search, there must first be reasonable grounds to suspect that the student has in his or her possession an item which poses an immediate or direct threat of harm. No search can be carried out based simply on suspicion or a 'drag net' approach, but be based on specific information relating to the student(s) concerned.
- 2.6 Searches should endeavour to protect the dignity and privacy of the student.
- 2.7 There must be two staff members present during the search; one of which must be a member of the senior management team and preferably a dean. Where appropriate the staff conducting the search will be of the same gender as the student.
- 2.8 The person conducting the search must first explain to the student the purpose of the search and why it is believed that the student is in possession of the item.
- 2.9 The school will endeavour to contact the parent or caregiver of the student prior to the search taking place; if this is not possible then the parent or caregiver must be contacted as soon as possible after the search.
- 2.10 The student will be requested to comply with the search in the first instance such as an instruction to empty out pockets, open bag or remove outer layer of clothing only.
- 2.11 If the student is uncooperative, the parent or caregiver or police may be called and the student kept under close supervision. Failure to co-operate with a search may be dealt with as a disciplinary matter.
- 2.12 If it is not possible to conduct the search safely or if the object of the search is highly dangerous, the police are to be called. Force should never be used except in an emergency.
- 2.13 These guidelines are to be used in conjunction with other BOT policies and in particular procedures for removal of students' property for safe keeping.

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