



MARLBOROUGH COLLEGE

Policy for the Confiscation of Pupil Property

Contact with Parents/Carers

Boarders can contact their parents/carers and families in private and schools facilitate this where necessary. This does not prevent schools from operating proportionate systems to monitor and control the use of electronic communications in order to detect abuse, bullying or unsafe practice by boarders.

Boarders' Possessions

Reasonable protection is provided for boarders' personal possessions and for any boarders' money or valuables looked after by the school.

Context

Several College rules refer to pupil personal property.

Rules exist, for example, to aim to restrict pupils from using smartphones and headphones around the campus and also discourage excessive jewellery. Laser pointers are not allowed.

It is appropriate for beaks to take action when these rules are broken, and their responses may well include the confiscation of items such as iPods/phones or jewellery.

Such items are potentially of high value, and proper process must exist to protect beaks from the accusation of causing damage or loss to pupil property, and also, in the case of mobile phones, to protect the rights of pupils regarding access to the means of communication with parents.

Protocol

Personal property such as jewellery, laser pointers, iPods

If a beak feels it is necessary and appropriate to confiscate personal property belonging to pupils, it is incumbent upon them to have the means to hold such property securely and to facilitate swift and safe onward transmission to HMs. HMs will hold items securely, until they can be retrieved by pupils.

If a beak feels it is necessary to confiscate an item, they should, at the time, indicate to the pupil what will happen to the item and with what timescale. Ideally the item should be with the pupil's HM (and thus back in the pupil's own boarding house) by the start of prep on the day of confiscation at the very latest.

Beaks should take the confiscated item at the first opportunity to the bin room, place in the envelopes provided and place in the HM's bin. In the case of items confiscated during a lesson, this means at the start of the break or mealtime following the lesson. In the case of items confiscated outside of lessons, this means immediate transfer to the bin room. The confiscation should be recorded in the book provided. This establishes a clear "chain of custody" should issues of damage or loss arises.

At no time should valuable items be housed in beak cars, unsecured classrooms, or private homes, and the item should remain with the beak until it can be transferred to the HM or HM bin.

Mobile Phones

In the case of mobile phones, pupils must be allowed reasonable access to the means of communication with parents. It is right, therefore, that personal mobile phones are not taken from them unless the circumstances are exceptional. Pupils will, however, be asked to comply with the times and places that are deemed by the College to constitute appropriate use – and this does NOT include lessons (unless the specific permission of the beak is sought), prep, or publicly around the campus generally. The sanction for infringing these guidelines should NOT involve denial of access to the phone.

It may be more appropriate, therefore, for a beak to ask a pupil:

- to stop using a mobile phone outside of the specified appropriate times,
- to switch off the phone and
- to put the phone away

The beak should then to report the pupil to the HM for appropriate sanction.

If a pupil fails to comply with any of the requests above, and phone use continues to disrupt or is being used inappropriately, then it may, exceptionally, be appropriate for a beak to confiscate the phone. In such cases the phone must be taken immediately to the bin room, placed in the envelope provided and placed in the HM's bin.

In both cases, best practice suggests that an email to the pupil's HM letting them know that a confiscated item has been placed in their bin for collection and safekeeping will minimise the risk of inadvertent loss, damage or theft.

NB: During Public Examinations the regulations determining the conduct of exams mean that mobile phones WILL always be confiscated from pupils. The Examinations Officer will indicate to pupils the process for their return.

Confiscation of items in house will be recorded in the book provided to HMs' for this purpose.

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Where found: HMs' Handbook and College Website

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