



1.12 SEARCH AND RETENTION

Approved by:	Board of Trustees	Date effective:	July 2016
Contact:	Deputy Headmaster	Review date:	July 2019
Group:	Leadership Team	Reviewed by:	Leadership Team

Policy Statement

All schools are required to provide a safe physical and emotional environment for employees, students and visitors.

Policy Rationale

To ensure that the Board complies in full with any legislative requirements relating to surrender and retention and that a safe physical and emotional environment is provided for students and staff

Responsibility for implementation

1. The Board of Trustees

- Will delegate responsibility for the implementation of the policy to the Headmaster.
- Will delegate the implementation of the policy to the Deputy Headmaster

2. Deputy Headmaster

- Will implement the policy
- Will be responsible for staff training and awareness of the policy

3. Leadership Team, HODs & Teachers

- Will receive professional development on the implementation of the policy
- Will follow the policy as stated

Guidelines

1. The Board, through the Principal and Deputy Principals (or persons acting in these roles), will ensure that potential or possible 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)
2. The Board, through the Headmaster and Leadership Team (or persons acting in these roles), will ensure that the school acts reasonably, in good faith and in the least intrusive manner to achieve a safe environment.
3. The Board expects the Headmaster and Leadership Team (or persons acting in these roles) 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.

Related Policies/Documentation

Guidelines for the Surrender and Retention of Property and Searches – January 2014 – Section 139AAI of the Education Act 1989.