

Policy and Procedure Register updates – summary of changes to

Temporary removal of student property by school staff procedure

1. Reason for new/updated policy or procedure (select all that apply)		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
Scheduled review of the <i>Temporary removal of student property by school staff</i> procedure (the procedure) to ensure content is current and to provide more clarification on the responsibilities of state school staff.		
2. Summary of changes		
The format and content of the procedure has been updated to align with the Department of Education's Policy Management Framework. The process for state school staff to remove and subsequently return student property has not changed.		
PROCEDURE		
<ul style="list-style-type: none"> • Purpose <ul style="list-style-type: none"> – Inclusion of an additional sentence about how the procedure supports state school staff to understand and meet legislative obligations. • Overview <ul style="list-style-type: none"> – Inclusion of an additional paragraph to highlight what the procedure includes guidance about (when student property may be temporarily removed, when consent is required, and, the return of student property). • Responsibilities <ul style="list-style-type: none"> – Updated 'Principal' to 'Principal (or delegate)'. – Streamlined points under <i>Responsibilities</i> section to be more concise, with selected content moved to <i>Process</i> section to avoid duplication of information. – Movement of section about Consent (when required and not required) from <i>Responsibilities</i> to new section titled <i>Obtain consent</i> (page 3). – Inclusion of obligation for all staff to make decisions that are compatible with human rights in the decision-making process, in accordance with the <i>Human Rights Act 2019 (Qld)</i>. – Inclusion of cultural considerations when staff are planning communications and consent processes. – Inclusion of <i>Carer</i> in <i>Parent</i> subheading (Parents/Carers). • Process <ul style="list-style-type: none"> – <i>Communicate expectations</i>: <ul style="list-style-type: none"> ○ Movement from <i>Responsibilities</i> section to <i>Communicate expectations</i> to provide detailed guidance for communication. ○ Inclusion of reference to Student Code of Conduct ○ Inclusion of reference to the <i>Education (General Provisions) Regulations 2017 (Qld)</i>. 		

- Addition of new subheadings:
 - o *Obtain consent*
 - o *Determine a reasonable time to make property available for collection*
 - o *Consider disciplinary consequences.*
- Removal of subheading: *Return of temporarily removed student property* (this information has been incorporated in *Determine a reasonable time to make property available for collection*; and, *Retain temporarily removed student property*, to ensure clarity.
- Inclusion of human rights considerations in the decision-making process.
- Inclusion for consideration of cultural sensitivities in decision-making process.

- **Definitions**

- *Parent/carer*:
 - o addition of Carer as a new title
 - o link to *Education (General Provisions) Act 2006* has been removed and description has been included to align with procedure style guidelines.
- *Principal*: new definition added
- *Independent student*: definition removed
- *Mature aged student*: definition removed
- *Reasonable time*: definition removed.

- **Other resources**

- [Online incident management guidelines for school leaders](#) added to provide guidance to manage incidents of sexting and explicit or naked images on student personal electronic devices
- [Student use of mobile devices procedure](#) added to provide guidance on the responsibilities and processes for student use of mobile devices in Queensland state schools, to support safe and productive learning environments.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? Yes No

If yes, select the type of change: (select all that apply)

Revised responsibilities New/additional responsibilities Removed responsibilities

Position title	Summary of change	Page #
Principal (or delegate)	Streamlined and revised to include:	2
	<ul style="list-style-type: none"> • provide copies of the Student Code of Conduct in accessible language formats to meet the needs of local community • support all state school staff to understand their responsibilities when making decisions to temporarily remove student property, including compatibility with the Human Rights Act 2019 (Qld) 	4

Principal and state school staff	Revised to include: <ul style="list-style-type: none">• obligation to make decisions that are compatible with human rights• store any item that is temporarily removed from a student in a way that is secure, safe and respectful in line with school processes stipulated in the Student Code of Conduct	
4. Communication and support for implementation		
Schools will be made aware of the revised procedure via the <i>New and upcoming policies and procedures</i> page on the PPR site, OneSchool homepage and through Departmental communication channels.		
For further assistance, please contact: <ul style="list-style-type: none">• Parents, students and members of the public are asked to contact their closest regional office for further information.		