

Locker Policy

Date Reviewed	21 st August 2019
Date Implemented	20 th April 2016
Author	Gail Hardman
Approved By	College Council / Policies sub-committee
Approval Authority (Signature & Date)	<i>Gail Hardman 21/8/19</i>
Responsible for Review	Assistant Principal – Organisation
Review Date	July 2022
References	

RATIONALE

Our school provides each student with a locker to store school appropriate items. The use of lockers by students is a privilege that can be taken away by the school. Expectations and rules relating to the management, maintenance and monitoring of lockers and their contents therefore needs to be understood by all parties.

AIMS

- To provide an appropriate and safe locker service for all students.

IMPLEMENTATION

- All students will be provided with a school locker as a privilege.
- The school will have a selection of combination locks for sale. The cost of these will be determined by the Business Manager in collaboration with the Principal and Finance Committee. Seymour College will also have access to devices (bolt cutters) to forcibly remove combination locks from lockers at a student's request so they can access their belongings.
- Students may provide their own combination locks for lockers; however, they must submit the combination to the Locker Coordinator within one week of attaching their lock to the locker.
- Students may not use padlocks or other devices that cannot be opened with a combination. These will be forcibly removed. The exception is for a student with a diagnosed medical condition who will give one copy of their key to the Year Level Coordinator. The padlocks will not be opened by Seymour College staff in the event of their key is left at home.
- Students are not permitted to share lockers.
- Students with disabilities will be allocated lockers that suit their needs.
- Students are required to maintain their lockers in good order, and will be responsible for the condition of their own locker. No stickers, pictures, names or graffiti is permitted. Marking for defacing any locker will forfeit locker privilege. Food is not to be kept in a locker for longer than 48 hours.
- Inappropriate, valuable, illegal or dangerous goods are not to be kept in school lockers.

- Students and parents will be advised via the school handbook that a condition of use of a school locker is that it may be searched without notice, and that students may be instructed to open them by a teacher. An inspection of all lockers can be conducted at any time throughout the school year by the Principal or delegate without notice and parent or caregiver consent. This may include Police Officers. Inspections will be done if it is believed that there is a risk of an interference with school purpose or educational function, physical injury or illness of any person, damage to personal or school property, violation of College rules or to retrieve College material and / or equipment .
- All lockers will be inspected for damage, wear and tear or graffiti at the end of the school year.
- Students who intentionally vandalise or damage lockers, who use school lockers to store inappropriate items, who refuse to open lockers for inspection, or interfere with other students lockers may lose the privilege to use a school locker.
- Lockers that have been left with locks intact at the end of the school year will have the locks removed by the school by bolt-cutters or similar. The school will not be responsible for replacement of locks.
- Student lockers are 'out-of-bounds' to students other than during times that they are using lockers for the purpose in which they are intended.
- Generally students will be allocated lockers in locations of other students of a similar age. All lockers are allocated on a random basis. Any student wanting a change of allocation for medical reasons must provide documentation. A medical diagnosis must be written outlining the issue and how having an alternative locker would support the medical condition.
- Empty lockers that are not being used will be locked by the school using school owned locks.
- Student or parent concerns relating to lockers should be directed to the Year Level Coordinator or to the delegated staff member responsible for lockers.
- All lockers will be cleaned by the final day of scheduled classes of term 4, or by the final day of enrolment for the student. Any items left in lockers after this time may be disposed of by the school.
- From 2020, the Department of Education has stipulated that mobile phones are not to be in possession of students while at school. At this time, they may be stored in the student's locker. Further information will be provided when available.

EXPECTATIONS

- **This policy will be reviewed as part of the College's review cycle.**

1. This policy will be made available on the College's website.

2. This policy was ratified by College Council on 21/08/2019

Child Safe Standards

"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."