

Confiscation of Prohibited Items Policy

1.8 – September 2021

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Creation and Revision History

To be reviewed annually by Head of Student Services. Next review due September 2022.

Version	Owner	Purpose/Change	Date
1.0	Head of Student Services	Created	2009
1.1	Simon Duckworth, Head of Student Services	Review and rebranding	August 2016
1.2	Simon Duckworth, Head of Student Services	Formatting update	February 2017
1.3	Simon Duckworth, Head of Student Services	Update to title of policies referred to	April 2017
1.4	Simon Duckworth, Head of Student Services	Review and update where necessary	September 2017
1.5	Simon Duckworth, Head of Student Services	Annual review – no changes	September 2018
1.6	Simon Duckworth, Head of Student Services	Annual review – no changes	September 2019
1.7	Simon Duckworth, Head of Student Services	Annual review – no changes	September 2020
1.8	Simon Duckworth, Head of Student Services	Annual review – no changes	September 2021

1 Context

- 1.1 On occasion it is required to take possession of items that are prohibited under the terms and conditions of the accommodation licence.
- 1.2 This document details the procedure for confiscating prohibited items, the process by which they are to be recorded and stored, and if appropriate, returned to the individual or individuals after the term of their tenancy is complete.

2 Licence

- 2.1 Under paragraph 15.1 of the Terms and Conditions of the Licence to Occupy Residential Premises at INTO University of East Anglia LLP it states that:

15 The Licensee will:
15.1 Removal of Prohibited Items
Allow persons authorised by INTO University of East Anglia LLP to enter the Residential Premises at any reasonable time to remove anything found referred to in paragraph 14.

- 2.2 Paragraph 14 of the Terms and Conditions of the Licence to Occupy Residential Premises at INTO University of East Anglia LLP details the items that are deemed to be prohibited on the basis that they pose a health and safety risk to the occupant, other residents and the fabric of the building. The list should be referred to when following this guidance. Other items that are also covered by this policy include any items that are illegal in the UK including those that are age appropriate for the licensee (under 18).
- 2.3 This policy also includes the confiscation (whether temporary or permanent) from any communal areas including kitchens, study rooms, classrooms and other public areas belonging to the premises of INTO University of East Anglia LLP.
- 2.4 The list of authorised staff members able to confiscate items from students or their residences are as follows:
 - Head of Student Services
 - Facilities Manager
 - Head Housekeeper
 - Night Porters
 - Social and Welfare officers
- 2.5 If housekeepers or other members of staff are aware or have a suspicion that prohibited items are present in residences they should seek authorisation from the members of staff listed above, who will then investigate and confiscate accordingly.

3 Recording, Storing and Disposal

In the event that an item is confiscated the following procedure should be followed.

- On discovering an item that is prohibited or illegal the designated authorised member of staff should take possession of the item and fill out the confiscation log.
- If the student is present ensure that they are clear as to why the item has been confiscated. If no student is present or the owner is not known indicate this clearly on the confiscation log spreadsheet.

- If there are multiple items which are being confiscated, sort them according to item type, clearly listing the items and their descriptions.
- The member of staff who confiscates the item is responsible for completing the pink columns on the confiscation log spreadsheet. They must then refer the matter to a member of the senior management team who is responsible for completing the green columns on the confiscation log spreadsheet.
- If the item is illegal (contravening UK law) please explain to the student that the item will either be destroyed or handed over to the police, and that the police may wish to interview the student about the consequences of owning illegal items.
- Any illegal items which are confiscated must be stored in an appropriately secure location immediately.
- Illegal items should then be reported to the police to be collected and/or destroyed as soon as possible. The items should be handed over anonymously if appropriate to the police and any guidance by them followed. Two members of the senior management team should be informed and be aware of the handing over of illegal items. A record of the handing in of items should be accompanied by a receipt from the police which should be recorded in the electronic log of confiscation log spreadsheet in the 'Action' column.

Confiscation Log

Date	Room	Student	Student No.	Description of Item	Reason for Confiscation	Taken By	SMT member responsible	Action	Disposal/ Return	Date	By Whom	Witnessed by

Confiscated Items

Date:

Time:

Student Name:

Student Number:

Location item(s) found:

Details and description of confiscated items

Reason for confiscation

The above item(s) have been confiscated from you as it/they are prohibited and we have the right to do so under paragraph 15.1 of the Terms and Conditions of the Licence to Occupy Residential Premises at INTO University of East Anglia LLP.

A member of senior management will contact you to discuss what further actions will be taken.