King’s Baptist Grammar School  
Policy For The Use Of Student Lockers

Rationale:
1. All students bring items to school (e.g. school bags, books, clothes)
2. It is reasonable that there be a secure and convenient place for those items to be stored during the day and from day to day.
3. It is reasonable that students be able to access those items from safe storage at any time as required during the day and from day to day.
4. It is reasonable that the school provide such storage as a right* of all students, not as a privilege.

In Practice:
1. The school will provide individual, numbered lockers for all students in a place as convenient as practicable to their Home Group Room.
2. The School will provide a lock for each locker with individual unique access mechanism (e.g. key or combination) and The Purchasing Officer (currently Rod McKenzie) will keep a record of the lock number and its access key or code.
3. The Home-Group Teacher will allocate lockers and locks to students.
4. A record of the locker and lock number allocated to each student will be forwarded to The Purchasing Officer by each Home-Group Teacher.

*Responsibilities of Students:
1. Students are not to convey means of access of their locker to any other student. i.e. Students are to maintain the security of their own locker.
2. Lockers are not to be marked in any way on the external face (no stickers, photos etc).
3. The interior of lockers is to be kept in a clean and hygienic state. In particular, care is to be taken so that food and / or clothing is not left in lockers to become a health hazard.
4. Personal adornments are acceptable on the interior surfaces provided that they are not fixed in a permanent way nor be of a nature considered offensive by Staff or other students. The Directors (Middle & Senior School) and Year Level Coordinators are to arbitrate on such issues.
5. No item of a hazardous or illegal nature, with respect to common law or school regulations (e.g. weapons, drugs including cigarettes and alcohol, flammable substances, contraband) is to be kept in lockers.
6. Students are to treat their lock and / or key with care to ensure, as much as practicable, that they are kept in good working order.

*Rights of Access:
1. Under normal circumstances, a student has sole access to the locker provided to them subject to the following:
2. Where Staff have reason to believe that the locker is not being used in accordance with the regulations above, The Director or Year Level Coordinator, in the presence of another staff member, as well as the student, may open the locker and inspect the contents.
3. In circumstances where there is a need to open a locker and the student ‘owner’ is unavailable to be present, a reasonable effort should be made to inform the student of the circumstances beforehand. Note that this is not to seek permission of the student.
4. There may arise circumstances where the Principal and Director deem it necessary to inspect a locker’s contents without the presence or knowledge of the student.
Consequences:

1. Where it is deemed that the locker and/or lock has not been kept in clean, hygienic, working order then the student should personally restore those conditions and/or be liable for the cost of reasonable measures to do so. The Directors are to arbitrate on such matters. Depending on the nature of the infraction, the student may also be treated according to the Behaviour Management Policy of the school.

2. Where there is evidence of lockers housing materials contrary to the above regulations, then the student is to be treated according to the Behaviour Management Policy of the school.