

## Student Confiscation Policy

### Scope

This policy applies to all students (including those on a break from study) on the University's premises, including but not limited to lecture halls, classrooms, laboratories, libraries, residential halls, sports facilities, and all outdoor areas within the University's grounds. This policy also extends to university-sponsored events, both on and off-campus. Compliance with this policy is mandatory, and violations will be addressed in accordance with University's disciplinary procedures for students.

### Policy Statement

This policy details the circumstances in which prohibited items will be confiscated and the procedures for the confiscation of such items from students by university security personnel and other appointed staff such as Residential Life Advisors and Accommodation Co-ordinators. The policy aims to ensure the safety and well-being of all students, staff, and visitors. This document also lists items considered prohibited on university premises and is based on relevant UK legal regulations and legislation.

Restrictions on items that may be possessed in University accommodation are dealt with separately with details available: [Accommodation Terms and Conditions](#)

#### 1. Legal Framework

- 1.1. The confiscation policy is established in accordance with the following UK legislation:
  - 1.1.1. Education and Inspections Act 2006
  - 1.1.2. Health and Safety at Work Act 1974
  - 1.1.3. Misuse of Drugs Act 1971
  - 1.1.4. Criminal Justice Act 1988
  - 1.1.5. Offensive Weapons Act 1996
  - 1.1.6. Violent Crime Reduction Act 2006

#### 2. Objectives

- 2.1. To maintain a safe and secure environment for students, staff, and visitors.
- 2.2. To prevent the storage, carrying or possible use of prohibited items on university premises.
- 2.3. To comply with UK laws and regulations regarding the confiscation of prohibited items.

2.4. To ensure that confiscation procedures are conducted fairly and respectfully.

### 3. Prohibited Items

3.1. The following items are deemed prohibited and are subject to confiscation:

- 3.1.1. Illegal drugs and controlled substances without a valid prescription (as per the Misuse of Drugs Act 1971)
- 3.1.2. Any apparatus related to drug use.
- 3.1.3. property reasonably believed to have been stolen.
- 3.1.4. Weapons

### 4. Weapons

4.1. The definition of a weapon can vary depending on the situational context; However, a general definition would be:

A weapon is any object, device, or instrument designed, intended, or used or capable of use to inflict harm.

#### 4.2. Examples of Weapons:

- 4.2.1. **Firearms:** Guns, rifles, pistols, and any device capable of expelling a projectile through the force of an explosion or other propellant.
- 4.2.2. **Bladed Instruments:** Knives, swords, daggers, or any sharp-edged tool designed or able to cut or stab.
- 4.2.3. **Explosives:** Bombs, grenades, fireworks, or any device intended to explode.
- 4.2.4. **Blunt Instruments:** Baseball bats, clubs, or any object that can be used to strike or hit.
- 4.2.5. **Chemical and Biological Agents:** such as pepper spray, tear gas, or biological toxins.
- 4.2.6. **Improvised Weapons:** Any item that is repurposed to be used as a weapon, such as a broken bottle, a heavy object used for striking, or sharp objects fashioned from other materials.
- 4.2.7. **Electrical Devices:** Tasers, stun guns, or any device designed to deliver or capable of delivering an electric shock.
- 4.2.8. **Flares and Smoke Grenades:** Pyrotechnic devices that produce a bright light, a thick cloud of smoke or intense heat. Primarily designed to be used as signalling or marking devices in emergency situations.

### 5. Exceptions and Special Considerations:

5.1. **Kitchen, Tools, and Sporting Equipment:** Items such as knives in kitchen setting or tools such as screwdrivers, or bats used in sports are not deemed weapons or dangerous items when used in their normal context and for their intended purpose.

#### 5.2. Religious Items:

- 5.2.1. Religious objects such as ceremonial knives (e.g., Sikh kirpan) that would fall into the definition of Weapon or may be permitted on University Premises

### 6. Documentation

- 6.1. Details of any confiscation will be documented, including the date, time, name, item confiscated, and the circumstances leading to the confiscation. The owner or controller of the item confiscated will be issued with a receipt.

## **7. Storage of Confiscated Items**

- 7.1. Confiscated items will be securely stored by Security personnel.  
7.2. Illegal items (e.g., drugs, weapons) will be handed over to the police at the earliest opportunity.

## **8. Return or Disposal of Items**

- 8.1. Legal items will be returned to the student at the end of the academic term or year, as deemed appropriate by The Disciplinary Officer or as a result of a successful appeal. Students have the responsibility to collect their returned items in person; or arrange and pay for collection by a private courier within a timeframe agreed with Security staff. If students do not pick up or arrange collection of their returned items within 8 weeks from the date of notification that their property would be returned, Security reserves the right to dispose of any unclaimed items.  
8.2. Items that are illegal or pose a significant risk will not be returned and may be handed over to the appropriate authorities.

## **9. Rights and Responsibilities**

### **9.1. Students:**

- 9.1.1. Have the right to be informed about the University's list of prohibited items and the terms of this Student Confiscation policy.  
9.1.2. Are responsible for not bringing prohibited items onto university premises.  
9.1.3. Must ensure safe storage and use of items permitted under "Exceptions and Special considerations" as described in section 6 above.

### **9.2. Appeals:**

- 9.2.1. Students have the right to appeal against the decision made by Security or University staff to confiscate their property. Appeals will only be accepted on one or more of these grounds: (a) their property does not fall within the definition of a weapon or prohibited item and/or (b) they were using it within the appropriate context, e.g. as described for exceptions and special considerations (section 5 above).  
9.2.2. Appeals must be submitted in writing within 14 days of the confiscation to [studentcomplaints@uea.ac.uk](mailto:studentcomplaints@uea.ac.uk). Students must state their name, confiscated item(s) and date of confiscation in their appeal, as well as their grounds for appeal, reasons for possession and may include other relevant evidence. Appeals will be considered by the University Disciplinary Triage Group and an outcome will be communicated in writing from either the University's Disciplinary Officer, or an appropriate Head of a service, to the student within 14 days of receipt of the written appeal. Where an appeal against the confiscation of an item has been

upheld, the item will be returned to the student at the earliest possible opportunity.

### 9.3. University Staff and Security Personnel:

9.3.1. Have the right to confiscate and return prohibited items in accordance with this policy, within a timescale determined by Security.

Governance	Detail
Policy owner	Davey Whales – Head of Security
Underlying University strategy or plan	2030 Strategy
Underlying legislation	<a href="#">Education and Inspections Act 2006</a> <a href="#">Health and Safety at Work Act 1974</a> <a href="#">Misuse of Drugs Act 1971</a> <a href="#">Criminal Justice Act 1988</a> <a href="#">Offensive Weapons Act 1996</a> <a href="#">Violent Crime Reduction Act 2006</a>
Recommended by	Disciplinary Triage Group
Approved by	Senate 26 February 2025
Effective working date	Academic Term 2024/25
Review date(s)	Every three years
Future review date	November 2027
Supporting regulations	<a href="#">General Student Regulations</a> <a href="#">Accommodation Terms and Conditions</a>
Supporting operational processes	Gen reg 10.1.24
Supporting guidance for those running the process	Training for Security Staff
Supporting guidance for this using the process	
Enquires	Queries on this policy should be addressed to: <a href="mailto:d.whales@uea.ac.uk">d.whales@uea.ac.uk</a>
Key web search terms	