

Search, Screening and Confiscation Policy

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Introduction

At Guildhouse School, the values of *Aim High, Work Hard, and Be Kind* underpin our approach to maintaining a safe, respectful, and orderly environment. This policy sets out how searches and confiscations are conducted fairly, lawfully, and with sensitivity, always prioritising the dignity and wellbeing of our students. Our aim is to protect the school community while upholding trust and promoting responsible behaviour. It adheres to the Department for Education's guidance on Searching, Screening, and Confiscation (2022).

https://assets.publishing.service.gov.uk/media/62d1643e8fa8f50bfbe55c/Searching_Screening_and_Confiscation_guidance_July_2022.pdf

The policy balances the rights of individual students with the need to maintain a secure school environment. The purpose of this policy is to provide clear guidance to school staff on how to effectively carry out searches while respecting students' rights and ensuring the safety of all. It also aims to inform parents and students about the procedures involved.

Definitions

Prohibited Items: Items banned by school rules, including but not limited to weapons, alcohol, illegal drugs, stolen items, tobacco products, fireworks, and pornographic images.

Reasonable Grounds: Circumstances that provide a reasonable basis for suspicion, such as observed behaviour, reports from other students, or a positive drug test.

Screening

Purpose

To ensure the safety and security of all students and staff.

Procedure

- All students may be required to undergo screening using metal detectors or other approved methods without consent.
- Screening must be conducted by an authorised staff member without physical contact.

Consent

Screening can be conducted without the consent of the student.

Searching

Who Can Search

Searches can be conducted by the Headteacher, or any staff member authorised by the Headteacher.

When to Search

Searches can be conducted if there are reasonable grounds to suspect that a student possesses prohibited items.

Prohibited Items

Includes weapons, alcohol, illegal drugs, stolen items, tobacco products, fireworks, pornographic images, and any item that could be used to commit an offense or cause harm.

Consent

- **With Consent:** Staff can search students for any item banned by school rules with the student's consent. This consent does not need to be in writing; verbal agreement is sufficient.
- **Without Consent:** Searches can be conducted without the student's consent when reasonable grounds exist.

Extent of Search

Searches should be conducted respectfully, limiting the extent to outer clothing, pockets, bags, and lockers. Intimate searches are strictly prohibited.

Establishing Grounds for a Search

Staff must establish reasonable grounds for suspicion based on:

- Observations of behaviour
- Reports from other students or staff
- Specific intelligence, such as a positive drugs test

Once grounds are established, approval must be sought from the Headteacher before proceeding.

Searching Procedures

Searching with Consent

1. Ensure a minimum of two authorised staff members are present during the search.
2. Inform the student of the reason for the search and what items are being sought.
3. Conduct the search in a private area, away from other students.
4. Document the search, including the reason, items found, and witnesses present.
5. E-mail parents regarding the search that took place.

Searching without Consent

1. Seek permission from the Headteacher or an authorised senior staff member.
2. Ensure a minimum of two authorised staff members are present during the search.
3. Conduct the search in a private area, maintaining the dignity and privacy of the student.
4. Record details of the search for accountability.
5. E-mail parents regarding the search that took place.

Searching a Room

- Students' rooms may be searched if there are reasonable grounds for suspicion.
 - This will be conducted discreetly with another staff member present.
- Random checks may be carried out on a termly basis to ensure a safe environment.
- Failure to comply with reasonable requests may result in disciplinary action.
- E-mail parents regarding the search that took place.

Electronic Devices

- Staff authorised by the Headteacher can search electronic devices if there is a good reason to do so.
- Consult with the Designated Safeguarding Lead (DSL) prior to examining data on a student's device.
- If inappropriate material is found, staff will decide whether to delete, retain, or report it based on the nature of the material.
- E-mail parents regarding the search that took place.

Confiscation

Items Found

Any prohibited items (or items used for prohibited purposes) found during a search may be confiscated and handled according to school procedures, which may include returning the item to a parent, disposal, or handover to the police.

Electronic Devices

Confiscated electronic devices may be examined for data/files if there is a good reason to do so, in line with the **DfE Mobile Phones in Schools Guidance**.

Recording and Reporting

- All searches and confiscations must be documented, including reasons for the search, outcomes, and actions taken.
- Parents will be informed of any search and its outcome, especially if prohibited items are found.
- Complaints about the search and confiscation process will be addressed through the school's standard complaints procedure.

After the Search

- Staff have the discretion to confiscate, retain, or dispose of a student's property as a disciplinary penalty.
- Items believed to be weapons must be reported to the police.
- Clear guidelines will be followed for the handling of any inappropriate material found on devices.
- E-mail parents regarding the search that took place.

Items Found as a Result of a Search

- Any item believed to be prohibited may be seized.
- Alcohol will be disposed of appropriately; controlled drugs must be delivered to the police unless there is a justified reason not to do so. Sealed in a secure container, details must be documented and handed over to the police or disposed of following legal guidance.

Use of Force

Reasonable force may be used by the person conducting the search only in exceptional circumstances and with the Headteacher's authorisation and in line with the Use of Reasonable Force Policy.

Staff Training and Student Awareness

- Staff will receive training on the procedures for screening, searching, and confiscation.
- Students will be informed about this policy through the student handbook and induction programme, with periodic reminders through assemblies and bulletins.

Review and Monitoring

This policy will be reviewed annually to ensure compliance with current legislation. The senior leadership team will regularly monitor its implementation and effectiveness. This policy is designed to ensure that screening, searching, and confiscation practices are conducted fairly, respectfully, and in alignment with both legal requirements and school values. For more detailed information, reference can be made to the official guidance documents provided by the Department for Education

Associated Resources and Further Guidance

- [Searching, Screening and Confiscation Advice for School Staff](#)
- [Behaviour and Discipline in Schools – Guidance for Governing Bodies](#)

Appendices

Appendix 1: Search Procedure

Step-by-Step Procedure for Student Search

1. Preparation and Authorisation:

- Ensure there are clear grounds for suspicion.
- Conduct the search with an authorised staff member and a witness.

2. Grounds for Search:

- Establish reasonable grounds for suspicion.
- Inform the student of the reasons for the search.

3. Conducting the Search:

- Conduct the search in a private area.
- Limit the search to outer clothing, pockets, bags, and lockers.
- Maintain respect and dignity throughout the process.

4. During the Search:

- Keep the student informed.
- Ensure safety for all parties.
- Document the details of the search.

5. Confiscation:

- Confiscate any prohibited items found.
- Handle confiscated items according to policy.

6. After the Search:

- Inform parents of the search and outcome.
- Provide necessary support to the student.

Appendix 2: Search, Screening and Confiscation Log

Stored securely on SharePoint

Search. Screening & Confiscation Log 24-25						
Date	Student Name	CEG	Item confiscated	Reason	Confiscated by	Parent/Guardian contacted?



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