

## THE EAST STAFFORDSHIRE & TAMWORTH PRUs FEDERATION SEARCHING, SCREENING & CONFISCATION POLICY

NAME OF POLICY: SEARCHING, SCREENING & CONFISCATION POLICY		<b>FEDERATION</b> KSSS ONLY BPRU ONLY		POLICY NUMBER: HS2	
EFFECTIVE DATE: RATIFIED BY MC FEB 2021			*REVIEW DATE BY SLT: JAN 2025 REVIEW DATE OF POLICY BY MC: FEB 2025		
AUTHOR OF POLICY: B.SIMS			PERSON(S) RESPONSIBLE FOR REVIEWING/UP DATING: B.SIMS		
DATE OF CHANGE	AUTHOR OF CHANGE	DESCRIPTION OF CHANGES		PAGE NUMBER OF CHANGES	NEW REVIEW DATE*



Searching\_Screening  
\_and\_Confiscation\_gui

To be read in conjunction with July 2022:



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This policy has been prepared in accordance with:

DfE Guidance, Searching, screening and confiscation (Advice for head teachers, school staff and governing bodies) January 2018, DfE Behaviour and Discipline in Schools: January 2016

At Kettlebrook Short Stay School (KSSS) & Burton PRU we want to ensure that all children, staff and visitors are safe from harm and threats of harm. We do this mainly by creating a good working relationship between the student, home and school. We also promote an educational approach in providing our students with the knowledge and understanding to make informed choices.

However, we do recognise that there may be certain occasions when it is necessary to search, screen or confiscate. The following guidance outlines how we would deal with potential breaches of our policy.

There are a broad range of items which, if brought into a school setting, or in the possession of a child or young person could compromise the health and safety of the individual pupil, other students, staff or visitors to the school.

Items prohibited by legislation (DfE guidance January 2018)

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images

Any article that the member of staff reasonably suspects has been, or is likely to be used:

- To commit an offence, or
- To cause personal injury to, or damage to the property of, any person (including the pupil)

The Executive Head Teacher, Head of School and authorised staff can also search for any item banned by the school rules, which have been identified in the rules as an item that can be searched for. Students are wanded on entry into school – this is to ensure that all mobile phones and lighters, vapes etc are actually handed in – such items are stored in individual wallets and given back to student at the end of the day – unless EHT/HoS requires parents/carers to collect.

For the purposes of this policy – the definition of ‘knife’ includes any bladed article including – craft knife, Stanley knife, Swiss army knife, fishing knife, razors, kitchen knives etc. or another bladed item.

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The term 'weapon' refers to any gun, including Air Rifles, BB gun, Toy Gun, Pellet Gun, Cross bow, Taser, Blowpipe, Knuckleduster or any similar item and includes any item made for the purposes of assault or defence.

The policy is not constrained by the criminal definition of an offensive weapon. It refers to any item that could cause harm, injury or distress to the holder or others, or which could be used to threaten, alarm, distress or intimidate others.

### Unauthorised items

In addition to the prohibited items identified above and detailed in the DfE Screening, Searching and Confiscation guidelines, there are a number of other items which could cause 'harm, distress or injury to pupils or persons, or adversely affect good order and discipline of the school community' (DfE Behaviour and Discipline in Schools (Jan 2016)).

Our federation consider that the following items are inappropriate and that they must not be brought into school. These items can also be searched for without the consent of the pupil if necessary.

- Chains
- Catapults
- Lighters/matches
- Tools (screwdriver, hammer nails etc.)
- Pepper Sprays and Gas canisters
- Any item fashioned to cause injury i.e. a sharpened stick, shard of glass
- Laser pens
- Mobile phones, when in contravention of school rules
- Age inappropriate media in any form
- Dangerous chemicals (acids, hair dyes, bleaches, nail varnish remover etc.)
- Stink Bombs
- Solvents
- Needles (Syringes if required for medical grounds should be kept in accordance with the pupils care plan and the school's drugs/medical policy)
- Offensive material – pornography, racist, homophobic, extremist material (in any medium)
- Rope and cable ties

This is not an exhaustive list and the Executive Headteacher and Head of School may consider other items as inappropriate if they believe that the possession of the item is to cause harm, distress or injury to another.

### Incidents outside of school

Both KSSS & Burton PRU consider that the items detailed in this policy, both those prohibited as identified in the DfE guidance 2018 and those identified by the Federation, are inappropriate. Possession of such items in school (on any

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of the school sites), on the journey to and from school, on a school trip or any curriculum activity – on or off the school premises – is unacceptable.

The response to any pupil found with or believed to have possession of such items will be managed in accordance with this policy.

#### Screening

As a Federation, we have the capacity to screen our students on entry to school. We intend to use a combination of random screens and searches when we\* deem it necessary. This could be in response to information that we have gathered via our local community (students, staff, parents, police and other agencies), or a randomly selected day that changes over time.

The law allows schools to require pupils to undergo screening by a walk-through or hand-held metal detector, arch or wand, even if they do not suspect them of having a weapon and without the consent of the pupils and/or parents.

#### Searching and confiscation

If a member of staff suspects that, a pupil is in possession of a prohibited item or an item identified as inappropriate by the Federation, the pupil may be searched without their consent. This search should be conducted by the EHT/HoS, or a member of staff authorised by the EHT/HoS (this would be a member of the Senior Leadership Team). The search should be conducted by a member of staff who is the same gender as the pupil, and with another adult, where possible of the same gender.

Before any search is undertaken, consent will be sought from the pupil. If consent is refused, the pupil will be asked to say why he/she has refused. Refusal to allow a search would be a breach of the school behaviour policy (refusal to follow a staff member's instructions). You can carry out a search of a pupil of the opposite sex to you and / or without a witness present, but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

A member of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs or stolen items (referred to in the legislation and in this policy as 'prohibited items') Such force cannot be used when searching for items banned under the school rules.

When being searched, pupils cannot be required to remove their socks or tights, shirts, trousers or skirt; they may only be required to remove 'outer clothing' such as coats and jumpers. Searching the pupil's possessions includes searching a pupil's goods, over which he/she has or appears to have control. Searches will be conducted in such a manner as to minimise embarrassment or distress. When items are found, they can be confiscated if it is reasonable to do so and they are not allowed under school rules. Where any article is thought to be a weapon, illegal drug or stolen property it must be passed to the Police. It is not necessary to inform parents/carers before or after a search takes place or to seek their consent to search their child.

Where objects are found and when the object constitutes a significant breach of the school rules, especially a 'prohibited item' the individual pupil's parents or guardians will be contacted and the item confiscated by SLT and held by SLT in the most appropriate place for an indefinite period of time/correct disposal of the item(s). The

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EHT/HoS will follow the School's Safeguarding Policy and Procedures, including referrals to Children's Social Care or other agencies as required.

#### Police involvement

The Executive Headteacher or Head of School will refer to Child Centred Policing <https://www.safe4me.co.uk/wp-content/uploads/2020/02/CYP-schools-guide.pdf> (Weapons, illegal drugs & theft) when deciding whether or not police involvement is required. All decisions to be recorded on Arbor and My Concern to ensure accurate documentation. Follow up and subsequent action points to be detailed listing next steps potential referrals.

#### OVERVIEW – SCREENING/SEARCHING:

\*Only members of SLT (or directed by SLT) can use the wand to screen students, visitors. It must be agreed by the EHT/HoS before screening is undertaken. In this way clarity of why the screening is needed will be achieved. **2 members of staff present – at least one member of SLT to conduct search/screen.**

#### BEFORE SCREENING:

SLT to agree with EHT/HoS to screen, being clear in what they are looking for and why it is a potential H&S issue. The wand is taken from EHT/HoS office to use in Reception area / or most appropriate place, with 2 members of staff – with at least 1 same sex member of staff present / using the wand.

Bags, coats etc – screening/search – in EHT/HoS office with 2 members of staff, 1 SLT and ideally a DSL.

#### DURING SCREENING:

Staff explain to the student:

- a) why they want to screen/search – Random or specific
- b) where they are going to conduct the screen/search
- c) explain that schools have a statutory power to search either with or without consent, will always attempt to seek compliance.
- d) If a student refuses to be screened the EHT/HoS reserves the right not to allow student on to school site.

#### AFTER SCREENING:

Once the screening has taken place:

- A. NEGATIVE RESULT: i.e. no suspected prohibited items are found.
  - Member of SLT ensures that students understands why they have been searched
  - If the search was a circumstance of information sharing (e.g. tip off) SLT member to inform parents of what has happened and why \*if it is in the best interests of the child.
  - Details of search logged in Arbor.
- B. POSITIVE RESULT: i.e. prohibited item has been found.
  - Prohibited item to be kept in EHT / HoS office to be passed on to police
  - Alcohol to be retained or disposed of but not returned to pupil.
  - Controlled drugs delivered to the police as soon as possible
  - Other substances such as legal highs to be disposed of
  - Stolen items may be returned to the owner or taken to the police at the earliest
  - All key workers to be informed of findings if in the best interest of the child

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EHT / HoS to refer to child centred policing and use professional judgement to decide whether or not police should be informed or not.

### OTHER DOUCMENTS:

<https://www.gov.uk/government/publications/searching-screening-and-confiscation> UPDATED Jan 2018.

<https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20>

[call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf](https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf)



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