



Searching, Screening and Confiscation Policy

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POSITIONING WITHIN ARK OPERATIONAL MODEL

| Component | Element |
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| <input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input checked="" type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People | Safeguarding |





Confiscation and search for inappropriate items

To ensure the safety and wellbeing of our students and members of staff, the academy reserves the right to conduct searches without consent as directed by the new Education Act (September 2012). This act also empowers the academy to download and record items that students have made on their mobile phones or any other electronic devices, which may be kept as evidence or deleted as required. Under section 90 of the Education and Inspections Act 2006 and Part 2 of the 2011 Education Act, the academy has the right to confiscate, retain or dispose of students' property.

Policy

The Academy follows the Advice for headteachers, school staff and governing bodies. The guidance can be found [here](#).

The academy, at any point, can ask parents/carers to collect the confiscated item. The school reserves the right to search, without consent, for prohibited item/s. These include: cigarettes/vapes, alcohol, illegal drugs, stolen items, weapons or any other item (contraband) the academy deems could be considered harmful to a student. Refusal to comply with an academy search will result in consequence level 6 (see behaviour policy) sanctions being applied. Staff can search a student's clothes, possessions, desk and lockers.

How searches are conducted at Ark Alexandra Academy

The member of staff conducting the search **may not** require the pupil to remove any clothing other than outer clothing. Outer clothing is clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear. Outer clothing includes (but is not limited to) blazers, coats, hats, shoes, boots, gloves and scarves. The member of staff conducting the search will not 'frisk' a student. The member of staff conducting the search must not 'pat down' the student.

Staff may use technology such as metal detectors to examine students' clothing whilst they are wearing it. "Possessions" means any goods over which the pupil has or appears to have control – this includes desks, lockers and bags. A student's possessions can only be searched in the presence of the student and a second member of staff. Prohibited items for which pupils may be searched without their consent are:

- a. Knives and weapons
- b. Alcohol
- c. Illegal drugs or other intoxicating or harmful substances
- d. Stolen items
- e. Tobacco and cigarette papers/vapes
- f. Fireworks and other explosives
- g. Pornography
- h. Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property
- i. Any item previously mentioned as prohibited in this document

The member of staff doing the searching must be the same sex as the pupil being searched, and there must be a witness (also a staff member) who, if possible, should be the same sex as the pupil being searched.





Consequences

Sanctions for students found in possession of any item from the prohibited items list(s), are likely to result in consequences ranging from; but are not limited to, after school detentions to fixed term exclusions.

For certain Items such as:

offensive weapons, any conventional or makeshift weapon or article that could cause harm; anything dangerous or any item named in the list above, is likely to lead to a fixed term or permanent exclusion.

The school will use its professional judgment in this circumstance. Staff may confiscate a pupil's property as a disciplinary penalty, where reasonable to do so under section 91 of the Education and Inspections Act 2006.

Confiscated items will be returned to the pupil or their parents no later than six school weeks after confiscation. Items may not be permanently retained or disposed of without parental consent. Weapons, drugs or other illegal items must be delivered to the police as soon as reasonably practicable. The rules about searching pupils apply in school and in any situation where a member of staff has lawful control or charge of a pupil, for example on school trips or in training sessions.

Searching, Screening and Confiscation “Playbook”

Non-negotiables

1. Searches of students take place in offices or discreet locations in order to protect the dignity of the person being search
2. Students never need to remove any item of clothing that is contact with their skin (Shirts, trousers, skirts, socks)
3. Outer clothing can be asked to be removed (blazers, jumpers, gloves, coats, shoes)
4. Failure to comply with the search will mean the student does not enter circulation and should be presumed that they have something on them that contravenes school policy
5. There are always 2 persons present for the search
6. Staff member conducting the search must be the same gender as the student being searched

The Playbook

Once the student is separated in an office

Announce to the student





We believe that you have something with you in school that is banned from being brought onto the school site. The item we think you may have is xxx. We are now asking you to agree to a voluntary search of your outer clothes, your bag, your pockets and your shoes.

If agreed:

Person One searches through the blazer and the jacket that is removed. Ask to search any other jumpers, sweatshirts etc. Ask student to pull out the pockets out from their trousers (so that the pockets are inside out). Ask the student to take off their shoes and check inside.

Person two – searches through the bag(s) – make sure any boxes, pencil cases, make up bags etc are opened and searched. If they have hair spray or any spray, remove the lid and check that it sprays a product. Check any pockets in the bag, any rolled up clothing. Once the bag is empty, hold it open and shake any remaining contents on to a desk

Once the search is complete and nothing is found. Thank the student for their cooperation. Call the parent/Carer and inform them that a search is taken place. Discuss, what initially prompted the search, the routine carried out and how the student was afterwards in order to reassure the family member.

Log this communication on Bromcom.

