

SEARCHING, SCREENING AND CONFISCATION POLICY AND PROCEDURES

Mission Statement

We will be uncompromisingly focused on ensuring every individual is successful.

1. **Excellence** – We will provide students with opportunities in which to excel, to empower them to make free choices as a foundation for the best possible future; with outcomes in line with or better than their peers nationally.
2. **Equality** – We will provide high quality teaching and learning, delivering a broad, knowledge rich curriculum, where high aspirations are the norm and success is celebrated, to all students regardless of their background, ethnicity, religion, gender, educational need.
3. **Truth** – We will pursue truth open-mindedly, seeking to help students to enquire, question and challenge, helping them to be well-rounded, resilient, confident, independent learners with a love for learning.
4. **Respect** – We will create a safe community that has at its core an understanding of deep respect for self, for others and for the environment; strong relationships are key.

Executive Head teacher:	Jen Veal
Lead Officer:	Dan Vile, Assistant Head teacher (Culture).
SDCC: December 2023	
This policy will be formally reviewed annually: September 2024	

This policy has been written in conjunction with the DfE's [‘Searching Screening and Confiscation’ July 2022](#) and [South Dartmoor’s School’s Behaviour for Learning Policy 2023](#).

AIM

In ‘Searching, Screening and Confiscation’ July 2022, the DfE states:

“Ensuring school staff and students feel safe and secure is vital to establishing calm and supportive environments conducive to learning. Using searching, screening and confiscation powers appropriately is an important way to ensure student and staff welfare is protected and helps schools establish an environment where everyone is safe.”

This policy aims to:

- Detail the powers a school has to screen, search and confiscate items in order to facilitate a safe, calm and supportive environment in which students can learn;
- Explain when screening, searching or confiscation might be necessary;
- Detail the legal duties and requirements that the school have, and/or should adhere to.

RESPONSIBILITIES

It is the responsibility of the:

- **Headteacher**, to ensure that all staff are aware of this policy, and that appropriate training has been provided to support staff. The Headteacher is also responsible for selecting the staff deemed appropriate to carry out screening, searching and confiscation of the items in this policy.
- **WeST Director of Inclusion** and the **Hub Advisory Board**, to take a lead role in monitoring and reviewing this policy.
- **All staff, including: trustees, HAB members, senior leadership, teaching and non-teaching staff**, to support, uphold and implement this policy accordingly.
- **Parents/carers**, to support their children and work in partnership with the school.
- **Students**, to abide by the policy.

DEFINITIONS

‘Searching’ is a visual check of the person or possessions of a student for items or substances that are prohibited in the school, as detailed in the Behaviour for Learning Policy, and as laid out below in ‘the list of prohibited items’ section.

‘Screening’ is the use of a walk-through or hand-held metal detector (arch or wand) to scan all students for weapons before they enter the school premises. Regular searched are used at South Dartmoor to search for any items on the ‘prohibited list’ as defined by the DfE (July 2022), or any item defined in the South Dartmoor’s School Behaviour for Learning Policy that can be searched for.

‘Confiscation’ is the removal of prohibited items from the person or possessions of a student which will not be returned to them during the school day. Detail of what happens to these items after confiscation can be found later in this policy.

Why might searching or screening be carried out?

Any member of staff may become aware of students being in possession of prohibited items. This might be through:

- Seeing the student with the item(s).
- Being informed by the student, another student or another person.
- Seeing or smelling evidence of such item, such as smoke or the odour of vapes, tobacco or cannabis.
- CCTV footage.
- Overhearing conversations regarding the use of the items, or the item being shown to other students.

Staff will always exercise a policy of 'reasonable evidence' before screening, searching or confiscation, and consider other factors before making the decision to search, such as:

- The age, and wellbeing of the student.
- Potential disability or SEND that could affect their reaction to, or understanding of, a search.
- Past history of carrying such items.
- The risk of harm to the young person and to others.
- The reputation of the school and community.

The Headteacher has authorised all **members of the School Leadership and Pastoral teams (including Heads of Year and APL's) who are Level 3 Safeguarding trained** to search for "prohibited items". Searches should be conducted by **at least one member of the Pastoral team plus another appropriately trained person from those named above**. Appropriate training is given to this team of staff about what constitutes prohibited items and how to conduct searches in line with policy. There is a Standard Operating Procedure that all authorised staff must follow when searching (appendix 1) and a record sheet must be completed in each instance (appendix 2).

The list of prohibited items as defined in the Searching, Screening and Confiscation Advice for Schools, DfE July 2022, is:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- 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 property of; any person (including the student).
- an article specified in The Schools (Specification and Disposal of Articles) Regulations 2012:
 - tobacco and cigarette papers;
 - fireworks; and
 - pornographic images.

As well as prohibited items, South Dartmoor's Behaviour for Learning Policy identifies other banned items that authorised staff are able to search for, screen or confiscate:

- e-cigarettes;
- vapes and related paraphernalia;
- any drug-related paraphernalia, such as cannabis grinders;
- energy drinks; and
- laser pens.

Under common law, school staff have the power to search a student for **any item** if the student agrees. The member of staff should ensure the student understands the reason for the search and how it will be conducted so that their agreement is informed.

The DSL or DDSL should be informed of any searching incidents where the member of staff has reasonable grounds to suspect a pupil was in possession of a 'prohibited item'. If the DSL (or DDSL) finds evidence the child may be at risk of harm, they should make a referral to Social Care.

What happens in a search?

The member of staff conducting the search must be of the same sex as the student being searched. There must be another member of staff present as a witness to the search. There is a limited exception to this rule. This is that a member of staff can search a student of the opposite sex and/or without a witness present only:

- if the member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; **and**
- in the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is same sex as the student or it is not reasonably practicable for the search to be carried out in the presence of another member of staff.

When a member of staff conducts a search without a witness, they should immediately report this to another member of staff, and ensure a record of the search is kept.

An appropriate location for the search should be found. Where possible, this should be away from other students. The search must only take place on the school premises or where the member of staff has lawful control or charge of the student, for example on a school trip.

Before a search begins, the member of staff conducting the search should explain to the student why a search is deemed necessary, and what they are looking for. They should also seek the cooperation of the student to conduct the search.

If the student is not willing to cooperate with the search, the member of staff should consider why this is. Reasons might include that they:

- are in possession of a prohibited item;
- do not understand the instruction;
- are unaware of what a search may involve; or
- have had a previous distressing experience of being searched.

If a student continues to refuse to cooperate, the member of staff may sanction the student in line with the school's behaviour policy, ensuring that they are responding to misbehaviour consistently and fairly.

If the member of staff still considers a search to be necessary, but is not required urgently, they should seek the advice of the Headteacher, Assistant Headteacher for Culture, Designated Safeguarding Lead (or Deputy) or pastoral member of staff who may have more information about the student. During this time the student should be supervised and kept away from other students. Consideration should be given to contacting parents/carers at this stage, this may include asking them to talk to the student over the phone or to attend to support if required.

If the student still refuses to co-operate, the member of staff should assess whether it is appropriate to use reasonable force to conduct the search. A member of staff can use such force as is reasonable to search for any prohibited items identified in this policy, but **not** to search for items which are identified only in the school rules. E.g., mobile phones.

The decision to use reasonable force should be made on a case-by-case basis. The member of staff should consider whether conducting the search will prevent the student harming themselves or others, damaging property or from causing disorder. It should be noted that the use of reasonable force will differ depending on whether the member of staff is searching possessions or the student themselves.

What can be searched?

A member of staff may search a student's outer clothing, pockets, possessions, desks or lockers. The person conducting the search must not require the student to remove any clothing other than outer clothing. 'Outer clothing' means hats, shoes, boots or scarves, as well as any item of clothing that is **not** worn wholly next to the skin or immediately over a garment that is being worn as underwear, 'Possessions' means any goods over which the student has or appears to have control - this includes desks, lockers and bags. A member of staff is able to search lockers and desks or other personal spaces at the school for any item provided the student agrees. The member of staff's power to search outlined above does not enable them to conduct a strip search.

Strip Searches:

A strip search is a search involving the removal of more than outer clothing. Strip searches on school premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C. While the decision to undertake the strip search itself and its conduct are police matters, school staff retain a duty of care to the student(s) involved and should advocate for student wellbeing at all times.

South Dartmoor would take the need for a strip search extremely seriously and would only support it if there was a risk of immediate and serious harm to a student or other member of the school community including staff, and if all other measures had been exhausted. We would take utmost measures to ensure parents were informed of this in advance of the strip search being carried out by the police. We would adhere to all the recommendations as laid out in '[Keeping Children Safe in Education](#)' and '[Searching, Screening and Confiscation](#)'.

After a search, and confiscation:

Regardless of whether a prohibited item is found, staff should consider the wellbeing of the student involved, and whether they need further pastoral support. If a student is found in possession of a prohibited item, the school will consider, on a case-by-case basis, the suitable next steps. These could include, but are not limited to:

- Immediate confiscation of the items;
- Pastoral support;
- Early help intervention;
- Safeguarding referral;
- Suspension from the school;
- Permanent exclusion from the school;
- Police involvement;
- Social care referral.

If a student is found to be in possession of a 'prohibited item', the staff member should alert the Assistant Headteacher for Culture (DDSL) and the student sanctioned in line with the South Dartmoor's Behaviour for Learning Policy.

The Designated Safeguarding Lead (or Deputy) must be informed of any searching incidents where the member of staff had reasonable grounds to suspect a student was in possession of a prohibited item. The staff member must also involve the Designated Safeguarding Lead (or Deputy) without delay if they believe that a search has revealed a safeguarding risk. If the Designated Safeguarding Lead (or Deputy) finds evidence that any child is at risk of harm, they would follow their normal safeguarding procedures, including consideration of a referral to Children's Social Care and/or seeking advice from MASH.

Record keeping:

After a search, the staff member conducting the search (or another staff member as delegated at the time) will record the details of the search, whether any prohibited item was found, and the actions taken on the SSC template form which will then be uploaded to CPOMs. This will allow the DSL (or DDSL) to initiate a safeguarding response, if required.

Parents will always be informed of the search and the outcome, unless we believe it poses a risk to the student to do so. Parents might be informed through any communication channel from the school as soon as is practicable. This will usually take the form of a phone call or an email.

Any complaints about searching, screening or confiscation should be dealt with through the normal school complaints procedure.

Screening:

South Dartmoor may impose a requirement that students undergo screening for the detection of weapons and other 'prohibited items', and for those banned items in the School Behaviour for Learning Policy that may be detected by a screening wand (such as vapes). These measures help create a calm and supportive environment and will help to keep the school community safe.

If a student has a disability, South Dartmoor will make any reasonable adjustments to the screening process as required.

If a student refuses to be screened, consideration as to why the student is not cooperating and an assessment made as to whether it is necessary to conduct a search.

Searching electronic devices:

Authorised staff members may examine any data or files on an electronic device such as a mobile phone that they have confiscated, if there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or breach the School's policies on behaviour, or commit an offence. Any search of an electronic device should be conducted in the presence of a member of SLT. If inappropriate material is found on an electronic device, the member of staff may:

- delete the material:
 - if the continued existence of the data or file is likely to continue to cause harm to any person and the student and/or the parent refuses to delete the data or file themselves.
 - the data or files are not suspected to be evidence in relation to an offence.
 - retain it as evidence of a breach of School discipline; or
 -

- hand it over to the police if the material is suspected to be evidence relevant to a criminal offence.

Staff should consider the appropriate safeguarding response if they find images, data, or files on an electronic device that they reasonably suspect will put a person at risk.

Staff should never intentionally view, print, copy, share, store or save an indecent image of a child.

When viewing an image is unavoidable or accidental, staff should declare this immediately to the DSL (or DDSL). When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer the incident to the DSL (or DDSL) as the most appropriate person to advise on the school's response in line with 'Keeping Children Safe in Education' and the DfE's guidance, 'Sharing nudes and semi-nudes: advice for education settings working with children and young people'.

Confiscation:

Under the school's general power to discipline, a member of staff may confiscate, retain, or dispose of a student's property as a disciplinary penalty where it is reasonable to do so.

Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to School discipline.

Disposal of confiscated items:

- Alcohol: alcohol which has been confiscated will be destroyed.
- Controlled drugs: controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Headteacher or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the student.
- Other substances: substances which are not believed to be controlled drugs, but which are harmful or detrimental to good order and discipline (for example "legal highs" or synthetic cannabinoids) may be confiscated and destroyed. Where it is not clear whether the substance seized is a controlled drug, it will be treated as such and disposed of as above.
- Stolen items: stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Headteacher or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. In taking into account the relevant circumstances, the member of staff should consider:
 - the value of the item;
 - whether the item is banned by the school;
 - whether retraining or returning the item may place any person at risk of harm; and
 - whether the item can be disposed of safely.
- Tobacco or cigarette papers: tobacco or cigarette papers will be destroyed.
- Fireworks: fireworks will not be returned to the student. They will be disposed of safely at the discretion of the Headteacher or other authorised member of staff.
- Pornographic images: pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the student has been abused, the Designated Safeguarding Lead (or DDSL) will also be notified and will decide whether to make a referral to Children's Social Care.

- Other pornographic images will also be discussed with the Designated Safeguarding Lead (or DDSL). The images may then be passed to Children's Social Care for consideration of any further action. If no action is to be taken by the Local Authority, the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.
- An article used to commit an offence or to cause personal injury or damage to property: such articles may, at the discretion of the Headteacher or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained, or disposed of. In taking into account all relevant circumstances, the member of staff should consider whether it is safe to dispose of the item and when it is safe to return the item.
- Weapons or items which are evidence of an offence: such items will be passed to the police as soon as possible.
- Vaping equipment and smoking paraphernalia: disposed of without warning.
- An item prohibited by the school: such items may, at the discretion of the Headteacher or authorised member of staff taking all the circumstances into account, be returned to its owner, retained, or disposed of. In taking into account all relevant circumstances, the member of staff should consider:
 - the financial or sentimental value of the item;
 - whether it is appropriate to return the item to the student or parent; and
 - whether the item is likely to disrupt learning or the calm, safe and supportive environment of the school;
 - Uncollected items will be disposed of after a term without further notice.
- Mobile phones: can be confiscated by any member of staff at the school if they are seen, or heard, during school hours – 8.40am – 3.10pm. Failure of students to hand over their device when asked will be sanctioned in line with the school policy for 'refusal to hand phone in' under the 'respectful' category. The student will be informed of the safe space where they will place the mobile device (in most cases this will be within the Department the staff member belongs to) and the student will be able to collect at 3.10pm owner, unless the Headteacher considers it necessary to retain the device for evidence in disciplinary proceedings. If a student continues to be seen with the device during school hours, the school may consider a student being expected to hand their phone in for safekeeping at the start of day and collecting it at the end of the school day, or an outright ban of the device, and collection of the device by parents only.
- Electronic devices: if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching, or breach the School's policies on behaviour, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a parent and the student may be prohibited from bringing such a device onto School premises or on educational visits. In serious cases, the device may be handed to the police for investigation.

Communication with Parents/Carers:

- There is no legal requirement for the school to inform parents **before** a search for prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so.
- **Parents should always be informed of any search for a 'prohibited that has taken place and the outcome of the search as soon as practicable.** A member of staff should inform parents of what, if anything, has been confiscated and the resulting action the school has taken, including any sanctions applied.
- In some circumstances it might also be necessary to inform parents of a search for an item banned by the school policy.
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- South Dartmoor staff will take reasonable care of any items confiscated from students. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.
- Complaints about searching or confiscation will be dealt with through the Westcountry Schools Trust's published Complaints Policy.

Appendix 1: Searching, Screening and Confiscation (SSC) SOP

South Dartmoor SOP

Searching, screening and confiscation

Written in conjunction with the DfE's Searching, Screening and Confiscation Advice for Schools (July 2022, [Keeping Children Safe in Education](#) (2023) and also South Dartmoor's School's Behaviour for Learning Policy 2023.

<p>Purpose (The Why)</p>	<p>To facilitate a safe, calm and supportive environment in which students can learn and adults can teach, support or facilitate learning:</p> <p>"Ensuring school staff and students feel safe and secure is vital to establishing calm and supportive environments conducive to learning. Using searching, screening and confiscation powers appropriately is an important way to ensure student and staff welfare is protected and helps schools establish an environment where everyone is safe."</p> <p><i>Searching, Screening and Confiscation Advice for Schools (p4), DfE, July 2022.</i></p>
<p>Procedure (The What)</p>	<ul style="list-style-type: none"> • A culture of safe proportionate and appropriate searching to safeguard the welfare of all students and staff at South Dartmoor pervades. • Even though common law sets out that any staff member can conduct a search for any item with the student's permission, only delegated staff authorised by the Headteacher may conduct searches for a prohibited or banned item, or other items listed in the South Dartmoor's Behaviour for Learning Policy. • Authorised staff at South Dartmoor includes the Headteacher, Deputy Head teacher, Assistant Headteachers, and any staff who are Level 3 Safeguarding trained, such as Heads of Year and Pastoral Support Managers. • Authorised staff can carry out a search if the student agrees to the search, or without student consent if the authorised staff member has 'reasonable grounds' to suspect that the student may have a prohibited or banned item. • Only the Headteacher and members of staff authorised by the Headteacher (see above) have the power to search a student for a prohibited or banned item, regardless of whether the student agrees. Prohibited/banned items are: <ul style="list-style-type: none"> ○ Knives and weapons ○ Alcohol ○ Illegal drugs ○ Stolen items ○ Tobacco or 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 cause personal injury (including to the student) or damage to property. <p>The Headteacher and members of staff authorised by the Headteacher may also search for other items banned by South Dartmoor's listed in the Behaviour for Learning Policy, including: e-cigarettes, laser pens, energy drinks, vape pens or associated paraphernalia, or drug paraphernalia, such as cannabis grinders.</p>

	<ul style="list-style-type: none"> • The Headteacher and delegated staff can search children if they have "reasonable grounds" to suspect a student has prohibited or banned items. "Reasonable grounds" as defined by South Dartmoor includes: <ul style="list-style-type: none"> ◦ Hearing the student or other students talking about a prohibited or banned item. ◦ Being told directly about a prohibited or banned item. ◦ Seeing a prohibited or banned item. ◦ Noticing a student behaving in a way that causes you to suspect that they're concealing a prohibited or banned item. • CCTV footage may be used to decide whether to search for an item. • The age and needs of the young person will be carefully considered, and reasonable adjustments as appropriate, particularly for children with SEND. • Consideration of a child's right to a private life is important. Any action taken must be <u>justified and proportionate</u>. • Consider the impact of any conscious or subconscious biases in deciding to search students, particularly in relation to protected characteristics. • The person carrying out the search must be the same sex as the student being searched, and there must be another member of staff present as a witness to the search. The member of staff witnessing the search must also be the same sex as the student being searched only if this is reasonably practicable. The only exception to this is if the searcher reasonably believes that there is a risk of serious harm being caused to a person if a search isn't carried out urgently and it is not reasonably practical to summon another member of staff (to carry out the search or act as a witness) within the time available. • When an authorised staff member conducts a search without a witness, they should immediately report it to the DSL or Assistant Headteacher for culture and make sure that a record is kept. • Always put the best interest of the child first and call the police into school as a last resort. School staff are not allowed to carry out strip searches, including the Headteacher and authorised staff. Only police who have been asked to come to the school may decide whether a search is necessary. The police can only carry out a search if they think this is necessary to remove an item related to a criminal offence, and reasonably consider the student might have concealed such an item. There is a clear process to follow in such extreme circumstances, as detailed in the DfE Searching, screening and confiscation advice for schools and the Searching, Screening and Confiscation Policy for South Dartmoor. • Any complaints about searching, screening or confiscation will be dealt with through the WeST Complaints Policy. • Authorised staff are appropriately trained in the policy and procedures for searching, screening and confiscation annually at South Dartmoor.
<p>Narration (The How)</p>	<p><i>The 'best interests' of the child should be the primary consideration.</i></p> <p>Before conducting a search, the Headteacher or authorised staff member should:</p> <ul style="list-style-type: none"> • Make an assessment of how urgent the search is and consider the risk to other students and staff. • Only search a student if you have good reason to, considering that it could infringe upon their wellbeing and rights in several different ways (e.g. loss of privacy when clothes, bags or possessions are searched; loss of sense of security if they feel they are being monitored and searched without good reason; impact on dignity or reputation if they are searched or suspected of possessing prohibited items).

- Ensure the student understands the reason for the search and how it will be conducted so that their agreement is fully informed.
- If a student refuses to cooperate with a search, the authorised member of staff should first consider why this is, and act proportionally. It may be that the student is in possession of a prohibited or banned item, doesn't understand your instructions or what a search will involve, or has had a previous distressing experience of being searched.
- Explain to the student why they are being searched, how and where the search will happen, and give them the opportunity to ask questions about it.
- Always seek the student's cooperation and informed consent. Where possible, you should avoid presenting the idea that a student can be sanctioned for refusing to consent to a search, as this may imply that the student didn't freely consent.
- If the student still refuses to cooperate, you may sanction them in line with South Dartmoor's Behaviour for Learning Policy.
- If you don't think that a search is needed urgently, seek advice from the Headteacher or DSL. During this time, the student should be supervised somewhere away from other students.
- Assess whether it's necessary to use reasonable force to conduct the search. Consider whether this would prevent the student from harming themselves or others, damaging property or causing disorder. **Note:** you can only use reasonable force to search for prohibited items (as listed above and in the DfE advice to schools) but not other items banned in the South Dartmoor Behaviour for Learning Policy.

During a search:

- Search the student in an appropriate location that offers privacy from other students and staff.
- Ensure the search is conducted by a member of the same sex as the student being searched, and that there is another member of staff present (ideally the same sex as the person being searched where reasonably practicable) as a witness to the search.
- Authorised staff can search a student's pockets and require students to remove outer clothing, meaning clothes that are not worn directly next to the skin or over underwear. Outer clothing also includes: hats; scarves; shoes or boots. You **cannot** ask students to take off any further items of clothing. Be sensitive to whether a student is wearing outer clothing for religious reasons when you conduct a search. For example, you shouldn't require a female student to remove a headscarf she's wearing for religious reasons if your witness is male.
- Authorised staff can search lockers, desks and bags in the presence of the student and another member of staff (except in cases where there's a risk of harm and where it's not reasonably practicable to summon another member of staff).
- You may use a metal detector or wand to help with your search.
- Authorised staff members can confiscate any item they find that they have reasonable grounds for suspecting:
 - Poses a risk to staff or students
 - Is a prohibited or banned item
 - Is evidence in relation to an offence
- Treat confiscations as a safeguarding issue; children in possession of drugs, alcohol or weapons should be considered vulnerable and at risk of exploitation.

After a search:

- Children should receive appropriate after-care.

- Seek to hear the voice of the child after searching, screening or confiscation incidents – especially important following strip searches by Police, even though these will be extremely rare.
- Parents should **always** be informed of any search for a prohibited item that has taken place and the outcome of that search. They should be informed of what, if anything has been confiscated, and the resulting action taken, including any sanctions applied. This should be done as a phone call or an email as soon as is practicable.
- You must use the SSC template (appendix 2) to record:
 - The date, time and location of the search
 - Which student was searched
 - Who conducted the search and any other adults or students present
 - What was being searched for
 - The reason for searching
 - What items, if any, were found
 - What follow-up action was taken as a consequence of the search
- All searches should be reported to the Assistant Headteacher for culture, including those that do not find anything, and recorded in CPOMS with sufficient detail to support the identification of concerns and to protect the child.
- The DSL should use records in CPOMS to look for any trends in the searches carried out, and to identify any possible risks that may require a safeguarding response.
- You will need to do different things with confiscated items, depending on what they are. Refer to the South Dartmoor's Searching, Screening and Confiscation Policy for further guidance. Weapons and knives and extreme/child pornography will always be handed over to the Police, otherwise it is for the school staff to decide if and when to return a confiscated item. We are guided by the advice in '[Searching, Screening and Confiscation](#)'.

Appendix 2: Searching, Screening and Confiscation (SSC)

Recording form

Date: Child Name:

Staff Name: SEND: Y/N

Staff Role: PP: Y/N

Staff witness: Sex:

Search location:

Time of search: LAC: Y/N

Searchable items

- Knives or weapons, alcohol, illegal drugs and stolen items.
- Tobacco and cigarette papers, fireworks and pornographic images.
- Any article that a member of staff reasonably suspects has been, or is likely to be used:
 - to commit an offence;
 - to cause personal injury to, or damage to the property of, any person (including the student).
- Any item identified in the South Dartmoor Behaviour Policy as a banned item.

RISK ASSESSMENT		
	YES	NO
Does the child consent to the search?		
Does the child have the maturity and understanding to provide informed consent?		
Are reasonable adjustments required (due to SEND) to ensure that consent is informed?		
Was the parent's/carers cooperation sought due to informed consent or refusal to cooperate?		
Was the searching member of staff the same sex as the child?		
Was there a witness present?		
Was the witness the same sex as the child?		
SEARCH DETAILS (prose should reference all questions below)		
Who completed the search? (Name and role) Who witnessed the search? (Name and role) What item was being searched for (prohibited by law/prohibited by South Dartmoor)? What was the rationale for a search being required? What was searched? (e.g. outer clothing/school property/personal property) Was a strip search conducted (by the Police)? Was an appropriate adult supporting? Record 'N/A' to any questions below that are not relevant. What reasonable adjustments were applied to ensure that consent is informed? If reasonable force was used, what was the rationale for the use of reasonable force to complete the search (for prohibited items by law only)?		

What was the rationale for completing the search without 'Yes' to the risk assessment considerations above?

Were any other children present during the search? Why was privacy not achieved?

OUTCOME

What was found?

What follow-up actions were taken as a consequence of the search?

When were the parents/carers informed? By whom? How?

Where are any prohibited items now?

Reported to Dan Vile?

Member of staff (completing search) signature:

Member of staff (witnessing search) signature:

SSC record form to be recorded on CPOMS.