



SPRINGWELL COMMUNITY COLLEGE

Guidance on searching, screening and confiscation

Please read the following outline guidance carefully:

Nominated staff can search a student for any item banned under the college rules – **IF THE STUDENT CONSENTS.**

What for

- Prohibited items banned by the college (cigarettes, aerosols, lighters/matches, e-cigarettes, energy drinks, legal highs)

Who

- Staff authorised by the Headteacher (SLT, SPLs and On Call only)
- Must have two people present, at least one being the **SAME** gender as the student being searched

When

- When there are reasonable grounds for suspicion.

Search WITH CONSENT

College staff can search students **WITH their consent** for any item which is banned by the college rules using the following guidance:

1. Ask a student if they agree to be searched.
2. Students should be asked to turn out their pockets, empty their bags, show their sock tops, waistband and remove their tie.
3. Staff can look into a student's bag or locker if the student agrees.
4. **Staff should not physically touch the student during a search, nor should they go through the pockets/bags of a student.**
5. **You may, with the majority of students, ask if you may touch/check their bag to speed up the process however discretion as to which students is essential.**
6. Record the search, screening and confiscation in the SSC spreadsheet. (T:\BIP\Files on Confiscation)

Search WITHOUT CONSENT

- If a student refuses to be searched they should remain under supervision and the Headteacher should be informed so that an appropriate sanction can be given. Parents/carers should be contacted to attend the college and collect the student and/or support the search.
- Only the Headteacher and authorised staff have the statutory power to search students or their possessions **WITHOUT** consent. This is only in the case of certain prohibited items such as knives, weapons, alcohol, illegal drugs (not tobacco) or stolen items. Such searches should not be carried out without direct permission from the Headteacher or HST in their absence in order to ensure we follow the recommended guidance.

Confiscated Items

Cigarettes, tobacco, lighters/matches and alcohol should be destroyed and disposed of. Where possible this should be done in view of the student but not disposed of in an area where the items may be retrieved at another time.

E-cigarettes should be placed in a clearly labelled envelope and placed in the college safe. The label must include the words “to be collect by the parent/carer of students name ONLY”.

Any questions then please seek advice.

Full DfE guidance is available online:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444053/Searching_screening_confiscation_advice_Reviewed_July_2015.pdf

DATE ISSUED	September 2015	REVIEW DATE	September 2016
COMMITTEE	Student	AUTHOR	H Staton