

Staff Protocol for conducting a searching of Pupils

If staff have a reason or concern that requires a pupil to be searched for either a prohibited item and/or for safeguarding reasons, they must complete the Pupil Search Consent Form and gain authorisation from a member of SLT stating the reason for the search to be undertaken. The staff must follow the procedure when conducting a pupil search:

- **All searches must be undertaken by two members of staff.**
- The search must be led by an authorised member of staff, that is the same sex as the pupil that is being searched. If it is reasonably practical, both members of staff must be the same sex as the pupil.
- The search must take place in a private space, protecting the privacy of the pupil.
- Having obtained authorisation from SLT to conduct the search of the pupil, staff must explain the reason for the search to the pupil.
- Staff must then ask the pupil if they consent to their **personal possessions, locker and outer clothing only** to be searched.
- Parents must be informed as soon as is practically possible following the search

If the Pupil consents to the search		If the Pupil does not consent to the search
The pupil should sign and date the Pupil Search Consent Form		The pupil should be taken to Inclusion, SLT informed and the matter followed up in line with Behaviour & Exclusion Policy
Staff must ask the pupil if they have anything they should not have and provide them with an opportunity to hand over any such items		
Request that the pupil places their bag on a table and takes off their coat and/or blazer		
Staff should empty the pupil's bag and then search their outer clothing, ensuring that any prohibited items or items of concern are placed away from the pupil. Staff should wear gloves when conducting the search.		
Staff should then ask the pupil to stand up, empty their trouser pocket and take off their shoes		
If a pupil has a locker, this must also be searched with the pupil and both members of staff present.		
If a Prohibited item or an item of concern is found, it should be recorded on the Pupil Search Consent Form, SLT informed immediately and the item(s) secured in a lockable cupboard. Staff should take the pupil to Inclusion and seek further guidance from SLT	If no item of concern is found, the pupil should be thanked for their cooperation, the paperwork completed and uploaded to CPOMS and parents informed.	
		Prohibited Items:
		<ul style="list-style-type: none"> • Mobile Phones (if seen/ heard by a member of staff) • Knives or Weapons • Alcohol • Illegal drugs • tobacco, vapes, lighters, cigarette papers or any smoking paraphernalia • Psychoactive substances • Fireworks • Pornographic images • Stolen items • Any items used to commit an offence • Any items used to commit personal injury to, or damage to the property of any person • Any further banned item as defined by the DFE or the School Behaviour or Substance Misuse Policies.

DFE Guidance for Searching, screening and confiscation:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1091132/Searching_Screening_and_Confiscation_guidance_July_2022.pdf