

St John and St James C of E Primary School



Searching, Screening and Confiscation Policy

Document Information			
Policy Number:	1	Created by:	P Cuncarr
Reviewed by:	P Cuncarr	Responsibility:	Headteacher
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Signature (FGB)		Signature (Head)	P Cuncarr

VISION & VALUES OF ST JOHN AND ST JAMES

Our vision is to create an inclusive community of aspirational learners, children, families and colleagues, working collaboratively and respectfully within a happy, nurturing environment where all flourish and achieve. Pupils are given extensive opportunities through an exciting and engaging curriculum, through which our Christian values are woven.

'I have come that they may have life, and have it to the full'.

John 10 verse 10

Searching, Screening, and Confiscation Policy for a Primary School

Introduction:

This policy is designed to ensure the safety and security of all children and staff in our primary school.

It aims to provide guidelines for staff on when and how searches, screening, and confiscation may be conducted.

The policy is in compliance with the latest version of the KCSIE guidance (September KCSIE 2023).

Searches:

Staff members have the authority to conduct searches of students when there is reasonable cause to suspect that they may be in possession of prohibited or stolen items.

Searches will be carried out by a member of staff. Where the search is beyond simply searching pockets and outer clothing, the member of staff will be of the same gender and in the presence of another member of staff, whenever possible.

Where the concern does not pose a danger, or relate to possession of an illegal substance or item, the child will be asked for consent and can remain present if they wish.

Where we believe that a child is in possession of something which may cause themselves or others harm, we reserve the right to search without informing parents, prior to the search taking place.

If the search is beyond that which is normal practice eg, where children have had to remove or lift any item of clothing, parents or carers will be informed as soon as possible after the search has taken place. The member of staff carrying out the search or a member of the Senior Leadership Team will be responsible for contacting parents and recording the incident in line with the [safeguarding policy](#).

Screening:

At such a time as it is deemed necessary, the school may employ screening methods, such as metal detectors, to enhance security during specific events or circumstances.

Screening will be carried out in a manner that respects the dignity and privacy of individuals.

Staff will be trained in the correct use of screening equipment. However, this is not something that we plan to do in the immediate future and the school does not possess such equipment at present.

Confiscation:

Prohibited items, as defined by school policies, will be confiscated immediately. These may be phones which have not been stored in line with the school [mobile phone policy](#). Money which children have brought into school or other valuable objects that are against school policy.

Prohibited items will be securely stored in the main school office and receipt of the items will be recorded.

Parents or carers will be notified of the confiscation and be given a suitable day and time when they will be able to collect the item/s.

Record-Keeping:

Records of searches and confiscations will be maintained, including the reason for the action, the individuals involved, and any follow-up actions, including when information has been shared with other Safeguarding Partners outside of the school.

Records will be kept confidential and in line with data protection regulations.

Training and Awareness:

All staff members will be trained and aware of this policy, ensuring they understand their roles and responsibilities.

Students should also be educated about the school's policy regarding searches, screening, and confiscation.

Compliance with Legal Requirements:

The policy will always be aligned with the latest version of KCSIE and any other relevant legal and statutory requirements.

Review and Evaluation:

This policy will be reviewed and evaluated regularly to ensure its effectiveness and relevance.

Feedback from staff, parents, and students will be considered in the policy's revision.

Reporting and Escalation:

Serious incidents or concerns arising from searches, screening, or confiscations will be reported to the appropriate authorities and agencies as necessary. Parents will be informed of the school's intentions and reasons for decisions to share information with other Safeguarding Partners.