



## GUIDANCE ON CONDUCTING SEARCHES OF PUPIL'S PERSONAL POSSESSIONS

There may be occasions when it is necessary to conduct a search of a student, their personal possessions or space. These might include times when information given to staff might indicate a student is in possession of illegal substances, dangerous items or items that may place the welfare of the student or others at risk.

If a search is necessary it will be conducted by at least two members of staff, one of whom must be a senior member of staff.

Please ensure the **Record of Consented Search** form as attached is completed by all staff who carry out a conducted search of a student.

In respect of personal space or possessions where possible the search should include the student concerned.

If information suggests that item for concern may be located about the student's person, then such a search should be carried out only with the consent of the student in question on a voluntary basis.

If consent cannot be secured on a voluntary basis, then the member of staff reserves the right to involve the Police and require them to carry out such a search, either on the academy premises or local Police Station.



## RECORD OF CONSENTED SEARCH

| RECORD OF SEARCH   |  |
|--|--|
| Date.....Time..... Location.....   |  |
| Staff Present ..... Student Present.....   |  |
| The Reason for the Search:   |  |
| Outcomes of the Search:  |  |
| 1. Staff Member Involved.....  |  |
| 2. Staff Member Involved.....  |  |
| Student Involved.....  |  |
| Date.....  |  |
| Persons Contacted:   |  |
| Parent <input type="checkbox"/> Social Worker <input type="checkbox"/> Student <input type="checkbox"/> Academy Principal <input type="checkbox"/> Head of Care <input type="checkbox"/> |  |
| <b>Reported to Academy Principal /Head of Care</b>   |  |
| <b>Date:</b> ..... <b>Time:</b> .....  |  |

Reviewed: July 2015

Ratified by Academy Council: .....Date .....