



## COLTON HILLS COMMUNITY SCHOOL

### Colton Hills Search Process

Colton Hills retains the right to search students who are suspected of having brought prohibited items into school. We manage this process carefully so that the safety of all is paramount, and that unnecessary problems can be prevented. We understand that this can be a situation in which emotions are heightened, so we take every opportunity to reduce risk by having a clear process and script.

#### The Search Process

Once notified of a student who may have a prohibited item, staff must seek permission from HT/DHT/AHT Pastoral for a search to take place. They should also arrange for a trained colleague to join them to complete the search.

The person searching the student must be the same sex; the witness should preferably be the same sex but not required if this is not possible.

Staff should collect the student and take them to the SLT/Admin corridor before they discuss the reason for collecting them. Ensure students bring all their belongings when collected.

If more than one student must be searched those who are waiting must be supervised and where possible in separate rooms, by a member of SLT or Pastoral team member. Students are NOT allowed to go to the toilet until after a search has been completed.

Anything found from the prohibited items list will need to be confiscated and will not be returned.

All searches – whether an item is found or not – must be logged on MyConcern and on the search log. If certain illegal items (listed below with an asterisk) are found, these must be reported to the DSL AND Headteacher immediately. The following details should be recorded:

- The date, time and location of the search;
- Which pupil was searched;
- Who conducted the search and any other adults or pupils 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.

The police must notified of illegal items (\*\*\*) and the item must be bagged and labelled with the Police log number, name of student, date and time and staff initials who confiscated the item/s, item confiscated.

Photos - Any illegal items must be photographed on white paper. A weapon must be photographed on white paper next to a ruler. A description of the object needs to be written also. This will be required to be uploaded on to my concern.



## Prohibited items: (search without consent\*)

- Knives or weapons\*, or items that are used as a weapon e.g. knuckle dusters, a wizards extendable wand, bike spanners, screw driver, sharp scissors
- Alcohol\*
- Illegal drugs\*
- Legal drugs e.g., paracetamol, ibuprofen, antihistamine unless medical forms have been completed and medical conditions are depend on this medication e.g. inhalers, insulin, epipens.
- Stolen items\*
- Cigarettes, tobacco\*, cigarette papers, vapes, cigarette lighters
- Fireworks\*
- Electronic devices which may contain evidence of an incident or criminal offence.
- Pornographic images\*
- Water pistols
- Toy guns e.g. BB guns, nerf guns
- Laser pens
- Energy drinks/fizzy drinks in bottles or cans
- Chewing gum

Following a search, parents must be informed, sharing what (if anything) was found and the action school has taken/will take.



## Appendix 1 Staff Script

The script below is designed to regulate this process to protect both staff and students. Making the process controlled and predictable will reduce the chance of unforeseen events and problems.

It intentionally repeats the opportunity for students to voluntarily hand over any prohibited items, and staff should ensure the script is followed. You must ask the student on 4 separate occasions if they have any prohibited items on them that they wish to disclose.

*“The school believes you may have an item or items in your possession which you should not have in school. Which will resort in you having to be searched, we would like to do this with your consent (but .... Because you are believed to be in possession of .... We are legally allowed to search without your consent). Explain to the student what the search will involve: The search will involving screening with the wand and then a formal search. This involves removal of outer clothing (coats, blazer, hat, scarf etc but no clothing next to their skin), shoes, bags and pockets. Do you have any questions? Do you consent to be searched? (This can be taken verbally).*

*Ask the student if they have anything in their possession which they should not have in school.*

*Explain to the student that once the search has started that you will only stop if something is found or once the search is complete. If an item is found a conversation will be had with HT, DT or AHT.*

*Explain also that once the search is completed if you still believe the student still has an item (Drugs or a Weapon) in their possession the Police will be contacted to conduct a further search.*

*Again, ask the student if they have anything in their possession which they should not have in school.*

*Explain to the students that parent’s will also be contacted and informed of search.*

*Again, ask the student if they have anything in their possession which they should not have in school.*

*Explain that the assistant member of staff is there to make sure the search is completed correctly.*

*Just before you commence the search, again ask the student if they have anything in their possession which they should not have in school.*

*If the student confirms they have an item physical on them i.e., trouser pocket, shirt pocket, ask the student to place it on the table.*

*Weapon – Your safety must come first.*

*If a student informs you that they have an item in their bag or coat, ask the student to point to the place where the item is situated. Make sure that you ask the student if the object is sharp and if it could hurt you if it is handled wrongly.*

*Make sure gloves are used when removing the item/s*

*When searching, look inside objects e.g. books, mirrors, purse. RECORD the search – on the search spreadsheet and log on MyConcern.*