

Olive Academies

Searching, Screening and Confiscation Policy

Document control table	
Title	Searching, screening and confiscation policy
Approved by	Interim Director of Resources
Date approved by the Board	August 2025
Date of next review	August 2026
Summary of key points of the policy including any Updates/revisions Legislation and Statutory Guidance The policy is based on various laws and statutory guidance, including: • Health and Safety at Work etc. Act 1974 • Education Act 1996 • Education and Inspections Act 2006 • DfE guidelines on searching, screening, and confiscation, among others. Roles and Responsibilities • Trustees: Ensure implementation and monitoring of the policy. • Headteacher: Authorise staff to search pupils, ensure consistent implementation, and oversee the practice of searching. • Designated Safeguarding Lead (DSL): Manage safeguarding concerns arising from searches and make necessary referrals. • Staff Members: Conduct searches in line with the policy, maintain a safe and proportionate searching culture, and raise safeguarding concerns with the DSL. Screening • The school/academy can require pupils to undergo screening for safety. • Screening can be done using walk-through metal detectors without consent. • Parents and pupils are informed about screening practices. Searching with Consent • Any staff member can search pupils with their consent. • Searches are conducted fairly and proportionately, with verbal consent being sufficient. Searching without Consent • Authorised staff can search pupils without consent if they suspect possession of prohibited items. • Searches are conducted by staff of the same sex as the pupil, with a witness present.	

Prohibited and Banned Items

- Prohibited Items: Knives, weapons, alcohol, illegal drugs, stolen items, vapes and tobacco/cigarette paraphernalia, fireworks, pornographic images, etc.
- Banned Items: Legal highs, aerosol cans, paint thinners, non-prescribed hypodermic needles.

Confiscation, Retention, and Disposal

- Staff can confiscate prohibited items and decide on their disposal.
- Items like alcohol, controlled drugs, stolen items, and weapons are handled according to specific guidelines.

Electronic Devices

- Staff can search electronic devices for evidence of offenses or prohibited items.
- Indecent images of children are handled with strict safeguarding procedures.
- Strip Searches
- Only police officers can conduct strip searches.
- Staff maintain a duty of care and ensure the pupil's wellbeing during and after the search.

Recording and Informing Parents

- All searches for prohibited items are recorded.
- Parents are informed about searches conducted on their children.

Monitoring and Review

- The policy is reviewed annually by the Interim Director of Standards, Trust Safeguarding Leader and Head of Governance.
- This policy ensures that searching, screening, and confiscation practices are conducted lawfully, safely, and with respect for pupils' rights and wellbeing.

The appendices provide more academy specific guidance to conducting searching, screening, confiscation and disposal of items. OA ensures a consistent approach throughout its academies, and this is overseen by the Behaviour Leader at the trust.

This is an OA central template and should not be modified at a local level. Please contact Michelle Simmonite (michelle.simmonite@oliveacademies.org.uk) should you consider there needs to be a change.

Contents

Aims and Purpose	3
Legal framework	3
Roles and responsibilities	4
Screening	5
List of prohibited and banned items	6
Searching with consent.....	6
Searching without consent	7
Privacy.....	7
During the search.....	8
Confiscation, retention and disposal of prohibited items	10
Indecent images of pupils	11
Staff conduct.....	13
Monitoring and review	13
Appendix A: Flowchart for Screening (Meet and Greet Process)	14
Appendix B: Searching with Consent	16
Appendix C: Searching without Consent.....	17
Appendix D: Confiscation and Disposal of Items	18

Aims and Purpose

As outlined in the DfE Searching, Screening and Confiscation guidance; ensuring school/academy staff and pupils feel safe and secure is vital to establishing calm and supportive environments conducive to learning. Using searching, screening and confiscation powers appropriately is an important way to ensure pupil and staff welfare is protected and helps school/academies establish an environment where everyone is safe.

The purpose of this policy is to explain Olive Academies' process so that all staff are clear and consistent in their approach both onsite, offsite and whilst travelling on the minibus.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

[Health and Safety at Work etc. Act 1974](#)

[Education Act 1996](#)

[Education and Inspections Act 2006](#)

[The Schools \(Specification and Disposal of Articles\) Regulations 2012](#)

[The School Behaviour \(Determination and Publicising of Measures in Academies\) Regulations 2012](#)

[European Convention on Human Rights](#)

[Criminal Justice Act 1988](#)

DfE (2022) '[Searching, Screening and Confiscation](#)'

DfE (2013) '[Use of reasonable force](#)'

DfE (2024) '[Behaviour in Schools](#)'

DfE (2024) '[Keeping children safe in education 2024](#)'

DfE (2024) '[Schools and college security](#)'

DfE (2018) '[Equality Act 2010: advice for schools](#)'

DfE (2023) '[Working together to safeguard children 2023](#)'

DfE (2012) '[Drugs: advice for schools](#)'

This policy operates in conjunction with the following policies:

- Behaviour Policy
- Complaints Procedures Policy
- Disciplinary Policy and Procedure
- Surveillance and CCTV Policy
- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy

You can access trust policies [here](#) and each of the academy specific policies by going to these links:

Olive Academy: [Cambridge](#), [Havering](#), [Nene Valley](#), [Suffolk](#), [Tunbridge Wells](#) and [Thurrock](#).

Roles and responsibilities

The Academy Advisory Boards will:

- Receive reports on behaviour and safeguarding from the Head of Academy, including any concerns related to screening, searching, and confiscation of items.

The headteacher will be responsible for:

- Authorising members of staff to search pupils for prohibited items and items banned by the school/academy, according to its policies.
- Ensuring the procedures in this policy are implemented consistently across the school/academy.
- Assessing on a case-by-case basis whether a search should be undertaken by a member of staff.
- Overseeing the school/academy's practice of searching to ensure that a culture of safe, proportionate and appropriate searching is established and maintained.
- Ensuring the DSL is called on for support during, or after, searching, as appropriate.
- Ensuring enough staff are appropriately trained on how to lawfully and safely search a pupil, including managing pupils who are not co-operating with the search.
- Ensuring all staff understand their rights and the rights of any pupils being searched.
- Ensuring the DSL (or their deputy) is informed of any instances where a staff member had reasonable grounds to suspect that a pupil was in possession of a prohibited item.
- Advising staff on what to do if they believe a search is necessary but is not required urgently, e.g. keeping the pupil supervised and away from others.
- Determining whether searches for items banned by the school/academy's policies should be recorded.
- Consulting with the local police prior to installing and using any devices for the purposes of screening.
- Ensuring parents and pupils are informed about the use of screening devices prior to their use, and the reasons why any devices need to be used.
- Ensuring that prohibited items and items banned by the school/academy are outlined in the relevant policies and are communicated with staff, parents and pupils.
- Reviewing this policy on an annual basis.

The DSL will be responsible for:

- Managing any safeguarding concerns that are raised by staff members who have conducted a search and by pupils subject to a search.
- Making referrals, in line with the school/academy's safeguarding procedures, where there is evidence from a search that a pupil is at risk of harm.

- Ensuring procedures are in place, and are being followed, for when a safeguarding incident arises.
- Ensuring procedures are in place for staff to alert them of instances when they had reasonable grounds to suspect a pupil was in possession of prohibited items and when a prohibited item has been found.
- Considering the circumstances of any pupils who are at risk of harm as a result of the search to assess whether there is a wider safeguarding concern.
- Advising staff on what to do if they believe a search is necessary but is not required urgently, e.g. keeping the pupil supervised and away from others.
- Advising staff on any aftercare required by a pupil as a result of a search.

Staff members will be responsible for:

- Acting in line with this policy when screening or searching a pupil or confiscating items.
- Ensuring that the culture of safe, proportionate and appropriate searching is maintained.
- Adhering to the relevant guidance and policies and familiarising themselves with which items are prohibited and/or banned by the school/academy.
- Ensuring they implement sanctions fairly, proportionately, and in line with the Behaviour Policy.
- Raising safeguarding concerns with the DSL (or their deputy) as soon as reasonably practicable.
- Maintaining their duty of care for any pupils subject to a search, including a strip search, and protecting their welfare at all times.

Screening

Under the school/academy's statutory power to make rules on pupil behaviour and the duty to manage the safety of staff, pupils and visitors, the school/academy can impose a requirement that pupils undergo screening. All members of staff will have the authority to screen pupils.

Before the installation of any technology for the purpose of screening pupils, the headteacher will consult with the local police about whether the devices are appropriate. (Academy specific guidance can be found in [Appendix A](#))

Screening equipment

The screening of pupils via a wand without their consent will be permitted, even if it is not suspected that they are in possession of a weapon.

During initial induction, parents and pupils will be informed of the screening practices, that take place daily, to explain the purpose of the screening and what it will involve.

Where a pupil has additional needs or a disability, the school/academy will ensure reasonable adjustments are made to the screening process. The school/academy will also consider the age of pupils being screened.

Where a pupil refuses to be screened, a member of staff will make an assessment of whether it is necessary to conduct a search.

Pupils who refuse to be screened will be appropriately sanctioned in line with the Behaviour Policy and may be moved to a safe area away from others. They will not be prevented from being on the school/academy premises and/or sent home. However, if they refuse to be screened, they will not be permitted to board the minibus for off-site activities

Authorising members of staff

The screening and searching process will be undertaken in line with Appendix 1 – [Meet and Greet](#) process. The rota will always have one male and one female present and staff members, will be permitted to refuse to undertake a search.

The headteacher will make clear which items each staff member is permitted to search for, e.g. a member of staff could be authorised to search for stolen property, but not for weapons.

When deciding which members of staff will be authorised to undertake searches under these powers, the headteacher will consider whether each member of staff requires any additional training to enable them to carry out their responsibilities safely and lawfully.

List of prohibited and banned items

Prohibited Items:

- Knives or weapons, including 'Zombie-style' knives
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Vapes and smoking paraphernalia
- Any item that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or to cause personal injury to, or damage the property of, any person (including themselves)

Banned Items:

- Legal highs
- Aerosol cans
- Paint thinners
- Non-prescribed hypodermic needles

Searching with consent

Any member of staff will have the authority to search pupils for any item, if the pupil consents. Formal written consent will not be required for this sort of search and informed verbal consent will suffice. All staff members will ensure that any pupil subject to a search with consent understands the reason for the search and how it will be conducted.

Searches with consent will be undertaken on the basis that a pupil is, or is suspected to be, in possession of a prohibited or banned item as identified in this policy and the Behaviour Policy.

Searches with consent will be implemented consistently, proportionately, fairly, and in line with this policy at all times. ([Appendix B](#))

The school/academy will ensure that banned items are made clear in communications with parents.

If a member of staff suspects a pupil is in possession of a banned item, the pupil will be instructed to turn out their pockets, desk and/or bag.

When exercising their authority to search with consent, staff members will assess and consider the age and needs of the pupil being searched. Where required, reasonable adjustments will be put in place where a pupil has additional needs or a disability.

Searching without consent

The headteacher and authorised staff have the statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may be in possession of a [prohibited item](#). The staff member will decide what constitutes reasonable grounds for suspicion on a case-by-case basis.

An item banned by the school/academy rules will only be searched for without consent if it is identified in this policy and/or the Behaviour Policy that it is an item that can be searched for.

Staff members who are not authorised by the headteacher to implement searches without consent will not do so. Where a search is required, and the pupil does not give their consent to be searched, unauthorised staff members will contact an authorised member of staff immediately.

Authorised members of staff will assess whether a search without consent is needed urgently and consider the risk to staff and other pupils if a search is not conducted.

Before a search without consent is conducted, the authorised member of staff will explain to the pupil why they are being searched and how the search will take place. They will also provide the pupil an opportunity to ask any questions. ([Appendix C – searching without consent](#))

Where possible, the authorised member of staff will seek the co-operation of the pupil prior to the commencement of the search without consent. The pupil may be sanctioned in line with the Behaviour Policy if they refuse to co-operate.

Privacy

Pupils will only be searched by staff members who are the same sex as them. All searches will be witnessed by another member of staff who will be, where possible, the same sex as the pupil being searched.

Where a staff member is not the same sex as the pupil subject to a search, they will summon a staff member of the same sex as the pupil, where practicable. The summoned staff member will be the one to conduct the search.

A search will only be conducted by a person who is not the same sex as the pupil being searched, or without a witness, where:

- The staff member reasonably believes that there is a risk of serious harm if the search is not conducted immediately, and
- It is not reasonably practicable to summon another member of staff.

Under the exceptional circumstances outlined above, the member of staff conducting the search will consider that a pupil's expectation of privacy increases as they get older.

When a member of staff conducts a search without a witness, they will report the search immediately to another member of staff and ensure there is a record kept of the search.

The school/academy may consider the use of CCTV footage in order to decide whether to conduct the search for an item. Any CCTV usage will be conducted in line with the school/academy's Surveillance and CCTV Policy.

Authorised staff members will ensure that an appropriate location on the school/academy premises is used for searching. Where possible, this location will be away from other pupils. Searches will only be undertaken off school/academy premises where the authorised staff member has lawful control of the pupil, e.g. on a school/academy trip.

During the search

Definitions:

- "Outer clothing" – clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear, e.g. hats, shoes, gloves.
- "Possessions" – any goods over which the pupil has or appears to have control, including desks, lockers and bags.

A pupil's possessions, their locker or desk will only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused if the search is not conducted immediately.

Staff will always remain aware that the power to search without consent only enables a personal search involving the removal of outer clothing and the searching of pockets, desks, lockers, etc. Staff will never conduct an intimate search and remain aware that only a person with more extensive powers, i.e. a police officer, can conduct an intimate search.

If a pupil does not consent to a search or withdraws their consent, then they may be subject to a search without consent, but only for prohibited items.

Physical intervention

Members of staff will only be permitted to use physical intervention when conducting a search for prohibited items but will not use force to search for items banned only under school/academy rules.

Physical intervention will be used on a case-by-case basis only.

Searches that require physical intervention will be conducted in line with the positive handling and de-escalation policy.

Strip searches

The definition of a "strip search" is a search that involves the removal of more than outer clothing (see definition of outer clothing in section 9).

Staff members will never conduct a strip search on a pupil – **strip searches will only be conducted by police officers.**

During a strip search, members of staff will maintain their duty of care to the pupil and will always advocate for their wellbeing.

Strip searches will be conducted in a private area of the school/academy, away from others (see section 8).

Before requesting the strip search of a pupil by the police, staff members will balance the risk of negatively affecting the pupil's physical and/or mental wellbeing against the risk of not recovering the suspected item.

Strip searches will only be considered where:

- It is absolutely necessary to undertake this type of search;
- Other, less invasive approaches cannot be conducted or have already been exhausted, and;
- It is deemed necessary by a police officer to recover an item related to a criminal offence and they have reasonable grounds to suspect the pupil has concealed the item.

Whenever a strip search involves the exposure of intimate body parts, the school/academy will ensure that at least two people are present, other than the pupil, where one of whom will be an appropriate adult. Where the pupil's parent wishes to act as the appropriate adult, the school/academy will facilitate this where possible. These circumstances may not apply if the strip search is urgent or there is a risk of serious harm to the pupil or others.

Unless in urgent or high-risk cases, strip searches that involve the exposure of intimate body parts will only take place without an appropriate adult where the pupil explicitly states, in the presence of the appropriate adult, that they do not want the appropriate adult to be present during the search. A record will be made of the pupil's decision.

Records of all strip searches will be kept and monitored by the school/academy.

Aftercare following a strip search

Pupils subject to a strip search will be provided with appropriate support, regardless of whether a prohibited item is found. Safeguarding processes will be followed where necessary, giving attention to the pupil's wellbeing. The DSL will be involved in any safeguarding processes.

Pupils subject to a strip search will always be given the opportunity to ask questions about the search and express their views following it.

Staff will consider the wellbeing and safeguarding of any pupils and/or groups of pupils who have been subject to a strip search with unusual frequency. Where required, preventative approaches will be put in place to avoid harm to the identified pupil, or group of pupils', wellbeing.

After the search

Staff members will use their discretion to confiscate, retain and/or destroy any item found due to a search with the pupil's consent, so long as it is reasonable in the circumstances. Where any item is reasonably suspected to be an offensive weapon, it will be passed to the police.

Staff members will be legally protected from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

Confiscation, retention and disposal of prohibited items

Staff members carrying out a search will be permitted to seize any item they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.

When a staff member conducting a search finds:

- Alcohol, they will retain or dispose of the item as they see appropriate; the alcohol will not be returned to the pupil.
- Controlled drugs, they will deliver them to the police as soon as possible; however, they may also be disposed of if the staff member thinks there is a good reason to do so.
- Other substances which are not believed to be controlled drugs, they will confiscate them if they believe them to be detrimental to behaviour, discipline and safety.
- Stolen items, they will deliver these to the police as soon as possible or return them to the owner if they think there is a good reason to do so.
- Tobacco or cigarette papers, they will retain or dispose of them; they will not be returned to the pupil.
- Fireworks, they will be retained or disposed of but not returned to the pupil.
- A pornographic image, they will dispose of the image unless there are reasonable grounds to suspect that its possession constitutes a specified offence, i.e. the image is extreme or child pornography; in these cases, the staff member will deliver the image to the police as soon as possible.
- An item that has been, or is likely to be, used to commit an offence or to cause personal injury or damage to property, they will deliver the item to the police, return the item to the owner, or retain or dispose of the item.
- Weapons or items which are evidence of an offence, they will pass the item to the police as soon as possible.

It is at the discretion of authorised staff to decide whether there is a 'good reason' not to deliver stolen items or controlled drugs to the police. In determining what a good reason is, the member of staff will consider all relevant circumstances and use their professional judgement to determine whether they can safely dispose of the item. ([Appendix D: Confiscation and Disposal of Items](#))

Where the member of staff is unsure of the legal status of a substance and has reason to believe it may be a controlled drug, the item will be treated as such.

In relation to stolen items, the police will not be involved in dealing with low-value items, e.g. pencil cases; however, it may be appropriate for the school/academy to contact the police if high-value items, e.g. laptops, or illegal items, e.g. fireworks, are involved.

Recording a search

All searches for prohibited items and those conducted by police officers will be recorded via the academy's safeguarding systems.

Records of searches for prohibited items, both by staff and by the police, will include:

- The date, time and location of the search.
- The name of the pupil subject to the search.
- The name of the individual who conducted the search.
- The name of any other adults or pupils present during the search.
- The item being searched for.
- The reason for the search.
- Whether the item was found.
- Any other items found.
- What follow-up actions were taken because of the search.
- All searches for banned items will be recorded.

Informing parents

During the induction process, parents will be informed that their child will undergo daily screenings, known as 'wandering'. The pupil's parents will also be informed when a search of their child is conducted to recover banned items.

Where a strip search is requested, the school/academy will inform the pupil's parents of the search before it is conducted, unless there is an immediate risk of harm. Where there is an immediate risk of harm, the pupil's parents will be informed about the strip search as soon as possible.

Complaints about searching, screening or confiscation will be managed via the trust's complaints procedure, in line with the [Complaints Procedures Policy](#).

Electronic devices

Mobile phones must be placed in a locker upon arrival at the academy and will not be permitted on site during the school/academy day, to be retrieved only at the end of the day. If an electronic device that is prohibited by the school/academy rules or that is reasonably suspected to have been, or is likely to be, used to commit an offence or cause personal injury or damage to property is found during a search, the staff member is permitted to examine any data or files on the device where there is good reason to do so.

Parental consent is not required to search a pupil's electronic device if it has been seized in a search without consent.

Staff will consider whether an appropriate safeguarding response is required if they reasonably believe that any images, data or files found on a pupil's electronic device is likely to put others at risk. The staff member will involve the DSL immediately where this is the case.

Staff members have the authority to delete data or files if they believe there is a good reason to do so, unless the device is suspected to be relevant to an offence or contains a pornographic image of a child or an extreme pornographic image. In these cases, files and data will not be deleted and the device will be given to the police.

It will be considered a good reason if the staff member reasonably suspects that the data or files on the device have been, or could be, used to cause harm, disrupt teaching or break the school/academy rules. Any electronic device that has been seized which is prohibited by the school/academy rules, and there are reasonable grounds to suspect that it contains evidence relating to an offence, will be given to the police as soon as possible.

If a member of staff does not find any material they suspect is evidence in relation to an offence, and decides to not give the device to the police, they are permitted to decide whether it is appropriate to delete any files or data from the device or retain the device as evidence of a breach of school/academy rules.

Indecent images of pupils

Staff will be aware that creating, possessing, and distributing indecent imagery of children is a criminal offence, regardless of whether the imagery is created, possessed, and distributed by the individual depicted; however, staff will ensure that pupils are not unnecessarily criminalised.

Where a member of staff becomes aware that an electronic device they are searching involves indecent images of a child, they will refer this to the DSL as soon as possible and will:

- Refrain from viewing, copying, printing, sharing, storing or saving the imagery.
- Confiscate the device and ensure it is securely stored.
- Inform the DSL immediately if they accidentally view an indecent image and seek support.
- Explain to the pupil being searched that the incident will need to be reported.
- Not blame or shame anyone involved, and reassure the pupil being searched that they can receive support from the DSL.

Report the incident to the DSL.

The DSL will attempt to understand what the image contains without viewing it and the context surrounding its creation and distribution. They will categorise the incident into one of two categories:

- “Aggravated” – incidents which involve additional or abusive elements beyond the creation and distribution of indecent images of children, including where there is an adult involved, where there is an intent to harm the child depicted, or where the images are used recklessly.
- “Experimental” – incidents involving the creation and distribution of indecent images of children where there is no adult involvement or apparent intent to cause harm or embarrassment to the child.

For there to be a good and clear reason to view indecent imagery, the DSL will need to be satisfied that this action is:

- The only way to make a decision about whether to involve other agencies because it is not possible to establish the facts, e.g. the contents of the imagery, from the pupil(s) involved.
- Necessary to report it to a website, app or suitable reporting agency to have the image taken down, or to support the pupil or their parent in making a report.
- Unavoidable because the pupil has presented the image directly to a staff member or the image has been found on a school/academy device or your school/academy’s network.

Where it is necessary to view the imagery, e.g. if this is the only way to make a decision about whether to inform other agencies, the DSL will:

- Never copy, print, share, store or save them as this is illegal – if this has already happened, they will contact the local police for advice and to explain the circumstances.
- Discuss the decision with the headteacher or a member of the SLT.
- Make sure viewing is undertaken by them (or a deputy) or another member of the safeguarding team with delegated authority from the headteacher or a member of the SLT.
- Make sure viewing takes place with another member of staff present in the room, ideally the headteacher or a member of the SLT. This staff member does not need to view the images.
- Wherever possible, make sure viewing takes place on the school/academy premises, ideally in the headteacher’s office or a member of the SLT’s office.
- Make sure, wherever possible, that they are viewed by a staff member of the same sex as the pupil in the images.
- Record how and why the decision was made to view the imagery in the safeguarding or child protection records, including who was present, why the imagery was viewed and any subsequent actions.

Where the incident is categorised as ‘**aggravated**’, the situation will be managed in line with the [Child Protection and Safeguarding Policy](#), and the police will be involved.

Where the incident is categorised as ‘**experimental**’, any pupils involved are supported to understand the implications of sharing indecent imagery and to move forward from the incident.

Where there is reason to believe that indecent imagery being circulated will **cause harm** to a pupil, the DSL escalates the incident to the appropriate children's social care services. Where indecent imagery of a pupil has been shared publicly, the DSL will work with the pupil to report the imagery to websites on which it has been shared and will reassure them of the support available.

Staff conduct

All staff members are expected to act in accordance with this policy. Any breach of this policy will be managed in line with the school/academy's Disciplinary Policy and Procedure. Staff members who conduct searches without consent but are not authorised to do so will be managed in line with the Disciplinary Policy and Procedure. Under no circumstances will a member of staff conduct the strip search of a pupil.

Staff members will consider the age, needs and wellbeing of pupils at all times during searching and screening procedures.

Monitoring and review

This policy will be reviewed on an annual basis by the Head of Academy, Interim Director of Standards, Trust Safeguarding Leader and Head of Governance (where appropriate).

Any changes to this policy will be communicated to all members of staff, pupils and their parents.

Appendix A: Flowchart for Screening (meet and greet process)

Arrival at School/academy

- Accessible from the pathway from main reception on the outer building.
- Retrieved items are stored securely.

Roles and Responsibilities

Daily Duty Rota:

- Updated daily.
- Staff notified of their duties during morning briefing.

Screening Lead:

- Opens the pedestrian gate for the pupil to enter the school/academy premises.

Attendance Officer:

- Logs the pupil's attendance accurately and liaises with SLT to raise any concerns.

On Entry to the Academy (AM/PM)

Meet and Greet Staff:

- Welcomes pupils individually.
- Checks for prohibited items.
- Communicates with pupils to identify how they are feeling (Well-being Check).
- Uses a metal detector (wand) to screen and search pupils for any metal objects.
- Uses physical screening with the pupil's consent and with the support of another staff member or onsite CCTV.

Pupils' Responsibilities:

- Hand over any items not allowed onsite (e.g., mobile phones, media devices, smart watches, headphones, money, vapes, smoking paraphernalia).
- Declare all medication to the front office.

Pupils Arriving Late

On-Call Floater:

- Meets pupils at the front gate.
- Escorts pupils to the student entrance for screening and wanding.

Offsite Provision

All Pupils:

- Comply with the meet and greet process while offsite.

Staff:

- Allocate a suitable safe space for screening and wanding.
- Store prohibited items in a safe and secure location and return them at the end of the session.
- Return all confiscated items to school/academy and hand them to the DSL.

- Apply the screening process for pupils accessing the curriculum offsite.
- Use pupil safety plans to detail known risks and mitigate potential incidents.

Senior Lead:

- Reviews secure storage regularly and provides staff with the appropriate equipment to ensure safe entry.

Entry to the Academy Minibus

All Pupils:

- Complete the meet and greet process before entering the minibus for off-site provisions.
- Prohibited items, including mobile phones, are not permitted on the minibus.

Screening Process

Upon Entry to the Building:

- Students remove outer clothing and accessories to prepare for screening.

Screening Staff:

- Ask pupils to empty their pockets and place contents into a clear plastic wallet assigned to the pupil.
- Confirm pupils have handed in all items.
- Use the metal detector to search for any metal objects on the pupils.
- Ask pupils to turn their pockets inside out if there is reason to believe items are concealed.
- Ensure pupils stand in an area where they can be approached from all sides and in site of the CCTV cameras.
- Scan pupils' front, focusing on the torso and legs.
- Scan pupils' back, from the back of the head down to the heel of one leg and then in reverse up the other leg, back up to the head, including the arms.
- If an alarm sounds from a pupil's pocket, ask them to empty the contents into a tray or table and then rescan the pocket. Visually and physically inspect everything emptied from their pockets.
- Avoid contact with the pupil's body. Move the scanner slowly over the surface of their clothing, close to them but not touching.

Appendix B: Searching with Consent

Identify Need for Search

- Staff member suspects pupil has prohibited or banned items and must report to a senior leader within the academy.

Obtain Consent (with at least two members of staff present)

- Explain the reason for the search to the pupil.
- Obtain verbal consent from the pupil.

Prepare for Search

- Ensure another staff member or two staff members are present for support and ideally in view of CCTV.
- Make sure the pupil understands why they are being checked.
- Communicate with the pupil to identify how they are feeling (Wellbeing Check).

Conduct Search

- Use a metal detector (wand) to screen and search pupils for any metal objects.
- Only use physical screening with the pupil's consent.
- Ask the pupil to empty their pockets and place all contents into a clear plastic wallet assigned to the pupil.
- Confirm with the pupil that they have handed in all items.
- Record all received items on academy IT systems, where item is of concern.

Screening Process

- Scan the pupil's front, focusing on the torso and legs.
- Scan the pupil's back, from the back of the head down to the heel of one leg and then in reverse up the other leg, back up to the head, including the arms.
- If an alarm sounds from a pupil's pocket, ask them to empty the contents into a tray or table and then rescan the pocket. Visually and physically inspect everything emptied from their pockets.
- Avoid contact with the pupil's body. Move the scanner slowly over the surface of their clothing, close to them but not touching.

Handle Prohibited Items

- Confiscate any prohibited items found during the search.
- Store prohibited items securely.
- Record the confiscated items in the screening log.

Post-Search Actions

- Inform the pupil of the outcome of the search.
- Provide support if the pupil is distressed or has any concerns.
- Follow up with parents/guardians if necessary.

Appendix C: Searching without Consent

Identify Need for Search

- Authorised staff member suspects pupil has prohibited items.

Assess Reasonable Grounds

- Determine if there are reasonable grounds for suspicion on a case-by-case basis.

Prepare for Search

- Ensure another staff member of the same sex as the pupil is present as a witness.
- If not possible, ensure a witness is present and document the reason.

Explain to Pupil

- Explain to the pupil why they are being searched.
- Provide the pupil an opportunity to ask questions.
- Seek the pupil's cooperation prior to the commencement of the search.

Conduct Search

- Search the pupil's outer clothing, pockets, and possessions.
- Use a metal detector (wand) to screen for any metal objects.
- Avoid contact with the pupil's body. Move the scanner slowly over the surface of their clothing, close to them but not touching.

Handle Prohibited Items

- Confiscate any prohibited items found during the search.
- Store prohibited items securely.
- Record the confiscated items in the screening log.

Post-Search Actions

- Inform the pupil of the outcome of the search.
- Provide support if the pupil is distressed or has any concerns.
- Follow up with parents/guardians if necessary.
- Report the search details to the Designated Safeguarding Lead (DSL).

Record Keeping

Record the search details, including:

- Date, time, and location of the search.
- Name of the pupil subject to the search.
- Name of the individual who conducted the search.
- Name of any other adults or pupils present during the search.
- The item being searched for.
- The reason for the search.
- Whether the item was found.
- Any other items found.
- Follow-up actions taken as a result of the search.

Appendix D: Confiscation and Disposal of Items

Identify Prohibited Items

- Staff member identifies prohibited items during screening or search.

Confiscate Items

- Confiscate any prohibited items found in the pupil's possession.
- Store confiscated items securely in individual plastic wallets or a secure box.

Record Confiscated Items

- Record all confiscated items in the screening log sheet.
- Include details such as the pupil's name, date, time, and description of the items.

Handling Specific Items

- Alcohol: Retain or dispose of the item as appropriate. Do not return to the pupil.
- Controlled Drugs: Deliver to the police as soon as possible. Dispose of if there is a good reason to do so.
- Other Substances: Confiscate if believed to be detrimental to behaviour, discipline, and safety.
- Stolen Items: Deliver to the police or return to the owner if there is a good reason to do so.
- Tobacco or Cigarette Papers: Retain or dispose of them. Do not return to the pupil.
- Fireworks: Retain or dispose of them. Do not return to the pupil.
- Pornographic Images: Dispose of the image unless it constitutes a specified offence. Deliver to the police if it is extreme or child pornography.
- Weapons or Evidence of an Offence: Pass the item to the police as soon as possible.

Suspicious Items

If a pupil refuses to hand over a prohibited item:

- Remind the pupil of the expectations.
- Encourage the pupil to make the right choice.
- Remove the audience and isolate the pupil.
- Seek support from another staff member with a good relationship with the pupil.
- Explain the escalation process if the pupil continues to refuse.
- Contact parents/guardians to notify them of the concern.
- Radio for a member of the Senior Leadership Team (SLT) to support.
- SLT will make the decision for next steps.

Escalation Process

- Stage 1: Structured conversation with pupil/Phone call home – log on Arbor/CPOMS.
- Stage 2: Behaviour lead/SLT conversation/meeting with pupil/Phone call home – log on Arbor/CPOMS.
- Stage 3: DSL meets with pupil/external agencies – log on Arbor/CPOMS.
- Stage 4: Targeted intervention (e.g., The Bridge, 1-2-1 mentoring session, workshop) – log session on CPOMS.
- Stage 5: Suspension.
- Criminal Activity: Police involvement. SLT will decide to call the police in the event of a high-level safeguarding risk.

Return of Items

- Prohibited items will not be returned to pupils.
- Confiscated items will be returned to school/academy and handed to the DSL.

Monitoring and Reporting

- The safeguarding team maintains a separate record of confiscated items.
- The screening lead emails the record to the safeguarding lead for follow-up.
- The safeguarding lead contacts parents/guardians and logs the concern on CPOMS.
- The academy advisory board receives reports on behaviour and safeguarding from the Head of Academy.
- The Head of Academy reviews and monitors the meet and greet screening process.

A member of SLT communicates with parents if their child is found with any prohibited items and records this on Arbor and CPOMS.