

SEARCHING A PUPIL POLICY

Caterham

3. Additional consideration is given to the procedures in place in the boarding context to ensure that arrangements are fair and consistent with the legal requirements. We should balance the right of boarders to privacy with the need for the school to search a boarder or his/her possessions with consent, when there is a strong reason to do so.

School staff can search pupils with their consent for any item. The School Rules outline specific items which are banned from the School site. Staff can instruct pupils to turn out their pockets or bag if they suspect they are holding a banned item. If the pupil refuses, the teacher can apply an appropriate punishment.

The authorised member of staff should always seek the co-operation of the pupil before conducting a search. If the pupil is not willing to co-operate with the search, the member of staff should consider why this is. Reasons might include that they:

- are in possession of a prohibited item;
- do not understand the instruction;
- are unaware of what a search may involve; or
- have had a previous distressing experience of being searched.

If a pupil continues to refuse to co-operate, the member of staff may sanction the pupil in line with the School's behaviour policy, ensuring that they are responding to misbehaviour consistently and

The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Please discuss all these situations with the Principal Deputy Head who will decide on the best course of action. The Principal Deputy Head will inform the individual pupil's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found.

Any search without consent must be fully reported to the Headmaster and the Principal Deputy Head, who will then record the incident. In all cases of searching without consent, any confiscation must be discussed with the Headmaster or Principal Deputy Head as to what is the best course of action regarding the items confiscated. Where the search is without consent then any alcohol, drugs, fireworks, tobacco, smoking paraphernalia including vaping devices, stolen items or pornographic images will be confiscated and not returned to the pupil. Where any article is thought to be a weapon, illegal drugs or items which are evidence of an offence, which may include theft, that article will be passed to the police as soon as possible.

Where the person conducting the search finds an electronic device that warrants examination, please confiscate it and pass it to the Deputy Head (Pastoral and Wellbeing) or another member of the Safeguarding Team, who will take the matter up. They may examine any data or files on the device if they think there is a good reason to do so (if there has been, or could be, harm caused, or to disrupt teaching or to break the School Rules.) Where pornographic images are involved, staff should never intentionally view such images (and may be committing an offence if they do). These will be investigated by the DSL5thetiganother 459.7 0 0 1 90.02(a)3()1 (br)19(fil)3(eg)5()-4(a)3(n)b5.2 Or