



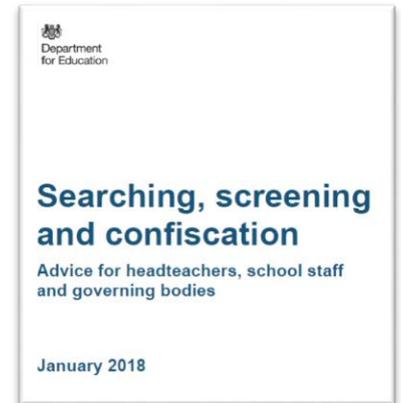
DOWNHAM MARKET
ACADEMY

Search protocol

This guidance has been constructed in consultation with advice from the Department for Education as outlined in the document “Search, screening and confiscation” (January 2018).

Under article 8 of the European Convention on Human Rights students have a right to respect for their private life. This means that students have the right to expect a reasonable level of personal privacy if a search is conducted.

Downham Market Academy staff will adhere to the guidance within the document which is summarised below.



The Academy is *not* required to inform parents before a search takes place or to seek their consent to search their child. Authorised Academy staff can search students for any item, banned or not, *if* the student *consents* to the search.

Headteachers and authorised staff have the power to search students and their belongings for banned items (knives & weapons, alcohol, illegal drugs, stolen items, tobacco & cigarette papers, fireworks, pornographic images or any other item that could be used to commit an offence, cause injury to a person or damage to property) *without* the student’s consent where there is reasonable grounds for suspecting that they have a banned item with the following conditions:

- Only authorised staff will carry out searches of students and their belongings namely, members of the Senior Leadership Team or Heads of House / Year. All searches will have at least one member of the Senior Leadership Team present to either conduct the search or bear witness to it.
- A search will be carried out by a member of staff the same sex as the student and with another adult as witness. This will be out of sight of other students.
- Students can be asked to remove outer layers of clothing. This includes the coat, hoodie, blazer, hat, tie, shoes. Under no circumstances should a student be asked to remove the shirt, trousers or skirt
- Students can be asked to empty their trouser pockets but staff will not do this
- Staff can ask students to empty their bags or coat pockets, alternatively staff can do this themselves
- A search will be carried out in the presence of the student unless there is significant risk that serious harm would be caused if the search is not conducted immediately without the student
- If a banned item is found, it must be confiscated and not returned to the student. It must be secured in an envelope/bag with a contents list signed and dated by the member of staff and the student to acknowledge what was taken. This must then be passed to Mark Eastwood.
- Academy staff can confiscate any item they consider to be harmful or detrimental to Academy discipline

If any search is conducted, the following form must be completed and submitted to Mr Eastwood on the same day that the search took place.

If any banned items are found, Academy staff will notify the parents and deal with this as outlined in the Academy Behaviour Policy.



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Student Search

Name		Year		House	
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Date		Staff		Location	
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Nature of concern	
Items found	
Items confiscated, sealed in an envelope and passed to MED	

Staff*		Witness*		Student	
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* At least one of which must be a member of the Senior Leadership Team