



A POLICY ON SCREENING STUDENTS

This was originally created in December 2011 and this issue was released in:	December 2011
It was ratified by the Governing Body on:	5 December 2011
This policy will be reviewed on:	Autumn Term 2013
This policy will be reviewed by:	Curriculum, Student Affairs and Parental Engagement

A POLICY ON SCREENING STUDENTS

1 Aim

The aim of this policy is to set out the Academy's arrangements for preventing or deterring the carrying of offensive weapons onto the Academy premises.

2 General Principles

- 2.1 The Principal of The Gateway Academy has the power to organise screening of students, in accordance with the DfE guidance - Screening and Searching Pupils for Weapons: Guidance for School Staff.
- 2.2 Before any screening is carried out the Principal must inform all parents that the Academy conducts screening as part of the behaviour policy. Parents will also be informed that co-operation with this, by parents and students, is required by the Academy.
- 2.3 Any screening authorised by the Principal will only be occasional.
- 2.4 Students will not normally be screened as they enter the Academy.
- 2.5 The Principal, in accordance with the DfE guidance, has determined that students can be screened without their consent and without any suspicion that they are carrying knives or illegal weapons if a walk-through or hand-held metal detector is used.
- 2.6 The Principal is empowered to call in external experts (the police), to carry out the searching, but a senior member of staff must be present throughout.
- 2.7 If a suspicious object is detected the member of staff in attendance will ask the student to hand the item over. If the student refuses, the student will be taken to the Principal, who will determine whether the student will be searched with or without his/her consent, or what alternative action will be taken.

Policy on searching students

1 Aim:

The aim of the policy is to set out the Academy's arrangements for discovering whether students have offensive weapons in their possession after reasonable suspicion that they may have.

2 Searching for weapons

- 2.1 The Principal is empowered to authorise any member of staff to search students for knives or other offensive weapons, if there is reasonable suspicion that they are carrying a weapon.
- 2.2 No member of staff can be directed to screen or search students, but members of staff can be directed to be present when screening or searching is carried out by others. The Principal may call in external experts (the police) to carry out the searches.

- 2.3 The person carrying out the search must be the same sex as the student and the search must be carried out in the presence of another adult, also the same sex as the student. The search must be conducted in a private place.
- 2.4 The student must not be required to remove any clothing other than outer clothing.
- 2.5 If the student's possessions are searched this must also be done in the presence of another adult. The person carrying out the search is able to use such force as is reasonable in the circumstances for exercising that power.

3 Other Searches

- 3.1 The member of staff wishing to search the student or his/her possessions must call another member of staff to be present throughout the search – even if this is only a search of the student's bag. The second member of staff must be of the same sex as the student.

4 Results of searches

- 4.1 If a search reveals any 'offensive weapons' or knives, or 'evidence in relation to an offence' the member of staff must inform the Principal.
- 4.2 The Principal will report the finding of any weapons to the police.
- 4.3 The Principal will determine the action to be taken where evidence relating to any other offence is found.
- 4.4 If evidence of drugs is found the Principal will determine what action to take under the Academy's Drug Policy.
- 4.5 If tobacco or alcohol items are found in students' possession they must be confiscated by the member of staff and taken to the Reception where the confiscation and treatment of the items will be recorded and promptly placed in safe-keeping.
- 4.6 It is the Academy's policy to destroy tobacco and alcohol items.

5 Recording searches

A record of all searches will be kept under arrangements made by the Principal.

Policy on Confiscated Items

1 Confiscated Items

- 1.1 Staff must confiscate the following if found in the possession of students:
- any weapons or items which could be used as weapons;
 - illegal drugs; and alcohol or tobacco products.
- 1.2 All staff have the power to confiscate other items of student property which they deem to be undesirable in their lesson.
- 1.3 Knives and other offensive weapons will be handed to the police.

- 1.4 Tobacco and alcohol items will be destroyed under orders from the Principal.
- 1.5 Other items will normally be returned to the student at the end of the day.
- 1.6 The Principal is empowered to retain any item until a parent collects it. Such action must be recorded.
- 1.7 Confiscated items which have not been collected after six months will be disposed of under the direction of the Principal.

2 Responsibilities

- 2.1 The Governors are responsible for making and reviewing this policy.
- 2.2 The Principal is responsible for:
 - determining whether the screening of students will be organised;
 - ensuring that this policy on screening, searching and confiscation of possessions is brought to the notice of parents;
 - informing the Governors, staff, parents, and students of the policy, and how the policy will be put into action.
- 2.3 Staff are responsible for carrying out any responsibilities they have accepted.
- 2.4 No members of staff may be directed by the Principal to screen and search students.

3 Equal Opportunities

The Principal will ensure that any actions taken under this policy will be in accordance with the Academy's equal opportunities and anti-discrimination policies.

4 Monitoring and Review

- 4.1 This policy will be monitored through reports to the Governors by the Principal.
- 4.2 The policy will be reviewed by the Governors every two years.

5 The Date of the next review is November 2013.