

# UCD Ceredigion PRU

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## *Search, Screening and Confiscation Policy*

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*Signed: Mr Gareth Lewis*

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*This Policy was reviewed and revised by the Governing Management Committee in:*

*It will be reviewed again in:*

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## **Introduction**

This policy reflects the Welsh Assembly Government Guidelines on:

- Safe and Effective Intervention-the use of reasonable force and searching for weapons 2010
- Inclusion and Pupil Support 2006 and 2015
- Guidance for Substance Misuse Education July 2013

**This policy should be read in conjunction with the PRU:**

- Behaviour Management Policy
- Child Protection Policy
- Keeping Safe Policy
- Substance Misuse Policy
- No Smoking Policy
- Use of Mobile Phones Guidelines

## **Aims**

The Management Committee, leaders and staff at the PRU believe that for effective learning to take place, a safe, positive and caring environment is necessary. We aim to achieve this by:

- Promoting and teaching the PRU Behaviour Management Policy which includes: Behavioural expectations, Rules - Rewards – Consequences
- Actively promoting the PRU vision of values, as set out in our mission statement in assemblies, PSE lessons and social activities.
- Consistently managing negative behaviours across all units
- Promoting positive peer relationships and relationships between staff and pupils
- Promoting early intervention and programmes of support to meet the individual needs of our pupils
- Providing a safe environment free of violence, bullying and any form of harassment
- Developing positive relationships with parents and carers so that we are able to maintain a shared approach and involve them in strengthening our policies and procedures at the PRU

The PRU communicates clearly to pupils and parents the standards of acceptable and unacceptable behaviour by keeping daily behaviour tracking records, regular phone calls/letters home and formal termly parents meetings. A very clear message is given to pupils that offensive weapons, illegal drugs and any banned items are not to be brought in to the PRU or are handed in at the beginning of the school day.

(Please see Appendix 1: List of banned items and items to be handed in and returned)

## **Screening and Searching Pupils**

The Welsh Government, as part of its measures to reduce violent crime and to maintain safety in schools, has introduced a power, contained in Section 45 of the Violent Crime Reduction Act 2006 which allows schools in Wales to be able to screen any pupil for a knife or other weapon, and search pupils suspected of carrying a weapon.

The introduction of screening and searching is intended to safeguard pupils (UNCRC Article 19). At the same time, care must be taken to avoid arbitrary or unlawful infringement of the right to privacy (UNCRC Article 16). In introducing these measures, the PRU has gathered the views of children and young people in the PRU community. Particular care has been taken to ensure that pupils are given as much information as possible in a manner which is impartial, and in a form which is accessible to them. Our pupils also have the opportunity to understand and discuss any ramifications and impacts which the introduction of such procedures would have on them.

If a pupil refuses to be screened, the PRU has the right to refuse to have the pupil on the premises or on an off-site educational visit. The PRU has a statutory power to make reasonable rules as a condition of admission. If the pupil fails to comply, and the PRU does not let the pupil in, it is unauthorised absence: the school has not excluded the pupil. The pupil's duty is to comply with the rules, and attend. Any refusal to attend will be investigated by the welfare officer in the same way as any other unauthorised absence. If the pupil continues to refuse to be screened, the head teacher of the PRU, may wish to consider the use of exclusion on the basis that this is a persistent and open defiance of the PRU's behaviour policy.

## **Screening at Ceredigion PRU**

The aim of screening our pupils is to set out the PRU's arrangements for preventing and deterring the carrying of offensive weapons or banned items on to any PRU premises across all four units at Canolfan Aeron, Canolfan Bro Steffan and Canolfan Eos Class 1 and 2.

(N. B. Where 'Headteacher' is referred to in this policy, the responsibility can be delegated to a member of the Senior Leadership Team of the PRU, this includes: The Assistant Head Teacher and The Teachers in charge of the units).

1.1 The PRU Management Committee has delegated the power to organise screening of students to the Headteacher or other members of the Senior Leadership Team, in accordance with the **WAG Guidance 'Safe and Effective Intervention-the use of reasonable force and searching for weapons 2010'**

1.2 Before any screening is carried out the Head Teacher must inform all parents/carers that the PRU conducts screening as part of the behaviour policy. Parents/carers will also be informed that full cooperation by parents/carers is required by the PRU in order to strengthen the effectiveness of this procedure.

1.3 Any screening authorised by the Headteacher will only be occasional.

1.4 Our pupils will not normally be screened as they enter the PRU.

1.5 Ceredigion PRU has determined that pupils can be screened without their consent and without any suspicion that they are carrying offensive weapons items if a walk-through or hand-held metal detector is used.

1.6 The Headteacher is empowered to call in external security experts to carry out the screening, but a senior member of staff must be present throughout.

1.7 If a suspicious object is detected the member of staff in attendance will ask the pupils to hand over the item. If the pupil refuses, he/she will be taken to the Headteacher, who will determine whether the pupil will be searched with or without his/her consent, or what alternative action will be taken.

## **2. Searching Pupils**

The aim of searching a pupil is to set out the PRU's arrangements for discovering whether individual or groups of pupils have offensive weapons or banned items in their possession across all four PRU units at Canolfan Aeron, Canolfan Bro Steffan and Canolfan Eos Class 1 and 2.

2.1 The Headteacher is empowered to authorize 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 requested to be present when screening or searching is carried out by others. The Headteacher may call in security experts to carry out the searches.

2.3 Before exercising this power the Headteacher or delegated staff must have undertaken appropriate training in search techniques, conflict management and calming strategies organised by the Headteacher.

2.4. Two members of staff must be present at a without-consent search of a pupil or his possessions (even where the search is conducted by the head teacher, who is then one of the two).

2.5. During a weapons search of a pupil without consent, the searcher and the required "second person present" must be of the same sex as the pupil searched. This means that a school without two male staff must not search male pupils without consent, and should instead call the police if it does not have a security contractor immediately available. A pupil's possessions can be searched without consent (and the search witnessed) by staff of the opposite sex to the pupil; the pupil must be present.

2.6. For a weapons search without consent, the "second person present" must be a member of the school staff, defined as any teacher who works at the school or anyone who, by the authority of the head teacher, has lawful control or charge of the pupils.

2.7. School staff can search a pupil outside the school premises where the pupil is under their lawful control or charge, e.g. during an offsite educational visit. On school visits, staff should normally rely on calling the police rather than seek to have a member of staff authorised to search on every visit where suspicion might arise.

2.8 The student must not be required to remove any clothing other than outer clothing.

2.9 If the student's possessions are searched this must also be done in the presence of another adult the same sex as the student. The person carrying out the search is able to use such force as is reasonable in the circumstances for exercising that power.

### **3.Substance Misuse**

The WAG guidelines on Substance misuse education aims to:

- ensure consistent and appropriate action is taken
- reduce the impact of the incident on children and young people
- keep from harm those who use substances
- discourage continued misuse
- provide children and young people with support to address their substance misuse.
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3.1 In this document, it clearly states that schools and PRU Settings **should not screen pupils for illegal substances** as this would create negative relationships between pupils and staff and compromise the ethos of the educational setting.

3.2 At Ceredigion PRU, any pupil who is suspected to be under the influence of illegal substances or alcohol during the school day and is a danger to himself/herself or others will be sent home, following contact with parents/guardians. This will be recorded as unauthorized absence and is not a fixed term exclusion, as pupils are expected to adhere to the PRU Behaviour Policy. Any pupil or persons suspected of selling or sharing illegal substances on the PRU premises will result in the police being called for a search to be conducted. The Police will also be informed if at any time illegal substances are found on the PRU premises – this will be confiscated and handed over to the police. This also includes alcohol.

3.3.Any pupil or persons involved in a substance misuse incident will be provided with the opportunity to receive counselling from a Choices worker. All incidents will be recorded using the Substance Misuse Reporting Forms provided by WAG in their guidance document.

#### **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 Head teacher.

4.2 The Head teacher will report the finding of any weapons to the police and the Management Committee of the PRU.

4.3 The Head teacher 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 Head teacher will determine what action to take under the School's Substance Misuse Policy.

4.5 If tobacco, alcohol or banned items are found in pupils' possession they must be confiscated by the member of staff and taken to the Head teacher's office where the confiscation and treatment of the items will be recorded and promptly placed in safe-keeping.

4.6 It is the PRU's policy to confiscate tobacco and alcohol items.

#### **5. Recording searches**

A record of all searches will be kept under arrangements made by the Head teacher following WAG Guidelines. (Please Appendix 2)

## **6. Confiscating Pupil Items**

6.1 The PRU maintains the right to confiscate the following items:

- Offensive weapons or any items that could cause harm e.g. baseball bat, broken glass bottle,
- Illegal Substances or prescribed and non-prescribed medicines that have not had prior agreement with parents to be taken during the school day
- Drugs Paraphernalia
- Alcohol and Tobacco, including lighters and matches
- Mobile Phones (when inappropriately used)
- Any confiscated items will be kept under lock and key within the PRU office and recorded in the confiscation book.

6.2 All staff have the power to confiscate other items of student property which they deem to be undesirable in their lesson.

6.3 Knives and other offensive weapons will be handed to the police.

6.4 Other items will normally be returned to the student at the end of the day.

6.5 The Headteacher is empowered to retain any item until a parent/carer collects it. Such action must be recorded.

6.6 Confiscated items which have not been collected after six months will be disposed of.



## **7. Responsibilities**

7.1. The PRU Management Committee is responsible for reviewing this policy.

7.2 The Headteacher 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 staff, parents/carers, and students of the policy, and how the policy will be put into action.
- will ensure that any actions taken under this policy will be in accordance with the School's equal opportunities and anti-discrimination policies

7.3 Staff are responsible for carrying out any responsibilities they have accepted.

7.4 No members of staff may be directed by the Headteacher to screen and search students.

## **Monitoring and Review**

This policy will be monitored through reports to the Management Committee by the Headteacher.

The policy will be reviewed by the Governing Body every two years.

## Appendix 1

List of items to be confiscated and returned to pupils at set times:

Items	Procedure
Mobile Phone	To be handed in at the beginning of each lesson and returned at break times
Tobacco, Lighters and matches	KS 4: To be handed in and returned at the end of the school day.
Prescribed medicines or non-prescribed medicines with written parental agreement	To be handed in and kept in a locked cabinet and handed over as and when required as agreed with the parents
Energy Drinks	To be handed in and returned at the end of the school day.

List of items that are banned from PRU premises

Items	Procedure
Illegal Substances and drugs paraphernalia	Confiscated and handed over to the Police
Tobacco, Lighters and matches	KS 2 and KS 3: To be handed in and destroyed
Alcohol	Confiscated and destroyed
Offensive Weapons i.e. Knives	Confiscated and handed over to the police
Other Weapons that could be used to harm others	Confiscated and destroyed

**Appendix 2 (Searches Record) Search of individual pupils**

<b>Ceredigion PRU Individual Pupil Search Record</b>		
Date:  Persons conducting Search:  Other members of staff present:	Reason for Search:	Pupil: DOB: Year Group: Unit:
Time (Start): Time (End):	Items of Clothing Removed:	Objects found:
Outcome:		
Any further Actions:		
How have parents been informed?	Signed:  Date:	