



	Name of School	Koru Independent AP Academy
	Policy review Date	AUGUST 2026
	Date of next Review	AUGUST 2027
	Who reviewed this policy?	Mr James Pickering
	Date approved by Governing body	September 2026
	Name of Designated Safeguarding Lead	Ms Shona Anderson

Searching, Screening and Confiscation Policy

Purpose

At Koru Independent AP Academy, the safety and wellbeing of our students, staff and visitors is of paramount importance. We have a duty to provide a secure environment where learning can take place free from the risk of harm.

As part of our safeguarding arrangements, Koru operates a daily screening process for all students and reserves the right to search students and their possessions where reasonable grounds exist. This policy explains how screening, searching and confiscation will be carried out lawfully, sensitively and proportionately.

We recognise that many of our students may have experienced trauma, exclusion or adverse childhood experiences. Therefore, all procedures will be carried out in a respectful, relational and trauma-informed manner whilst prioritising the safety of the whole school community.

This policy aims to:

- Safeguard students, staff and visitors.
- Prevent prohibited or dangerous items entering the school.
- Maintain a safe and orderly learning environment.
- Provide staff with clear guidance regarding their powers and responsibilities.
- Ensure searches are conducted lawfully and fairly.
- Protect the dignity, rights and welfare of students.

Legislative Framework

This policy is based upon:

- Education Act 1996.
- Education and Inspections Act 2006.
- Education Act 2011.
- Equality Act 2010.
- Children and Families Act 2014.
- Independent School Standards Regulations.
- Keeping Children Safe in Education (KCSIE).
- DfE Searching, Screening and Confiscation Guidance.
- DfE Behaviour in Schools Guidance.

Daily Screening Procedures

To ensure the safety of all members of the school community, Koru operates a universal screening process for every student upon arrival at school each day.

Screening Process

All students will:

- Enter the school through the designated entrance.
- Be screened using a handheld metal detector wand.
- Be screened over their clothing only.
- Not be physically touched during the screening process.
- Be treated respectfully and consistently throughout the procedure.

The handheld metal detector is used solely to identify metal objects or prohibited items and is an important part of the school's safeguarding arrangements.

Purpose of Screening

The daily screening process is designed to:

- Prevent weapons or dangerous items entering the school.
- Deter students from bringing prohibited items onto site.
- Promote a safe environment for learning.
- Protect students and staff from harm.

Nature of Screening

Screening is not the same as a search.

Daily screening:

- Is applied consistently to all students.
- Is conducted over clothing only.
- Does not involve physical contact.
- Is part of the school's routine safeguarding procedures.

Where the metal detector identifies an item, students will be asked to explain or reveal the source of the alert. Further action may be taken where concerns remain.

Refusal to Participate

Students are expected to cooperate with the school's screening arrangements. A refusal to participate will be treated as a serious health, safety and safeguarding concern.

Where a student refuses to comply:

- A senior member of staff will be informed.
- Parents/carers may be contacted.
- The student may be supervised separately until the matter is resolved.
- A risk assessment will be undertaken before allowing access to the school environment.

The school will consider any SEND, medical, mental health or safeguarding needs when determining next steps.

Prohibited Items

Students must not bring any of the following items onto school premises:

- Knives or offensive weapons.
- Illegal drugs.
- Alcohol.
- Stolen items.
- Tobacco.
- Cigarettes.
- Vapes or vaping equipment.
- Lighters.
- Aerosols.
- Laser pens.
- Energy drinks.
- Drug-related paraphernalia.
- Gang-related items.
- Fireworks.
- Pornographic images.
- Any item likely to cause injury.
- Any item likely to damage property.
- Any item likely to disrupt teaching and learning.
- Any item considered unsafe by staff.

Searching Students Possessions

Where there are reasonable grounds to suspect a student possesses a prohibited item, staff may conduct a search.

Searches should:

- Take place in a private location where possible.
- Be conducted respectfully.
- Include a witness wherever practical.
- Be proportionate to the identified risk.

Students may be asked to:

- Empty pockets.
- Open bags.
- Open lockers.
- Hand over items for inspection.

Staff may search:

- Bags.
- Coats.
- Any area of the school.
- School property being used by students.

Searches Without Consent

Authorised staff may search students without consent where there are reasonable grounds to suspect that they possess:

- A prohibited item.
- A weapon.
- Drugs.
- Stolen goods.
- An item that could cause injury or significant disruption.

Any search conducted without consent must be reasonable, necessary and proportionate.

Use of Reasonable Force

Reasonable force may only be used where lawful and necessary.

Any use of force must:

- Be proportionate.
- Use the minimum intervention required.
- Be recorded and reported.
- Follow the school's Restrictive Intervention Policy.

The welfare and dignity of the student must remain a primary consideration.

Strip Searches

School staff will not conduct strip searches. Any situation where a search beyond outer clothing is considered necessary will be referred to the police and managed in accordance with statutory safeguarding guidance.

Electronic Devices

Mobile phones, tablets and other electronic devices may be searched where there are reasonable grounds to believe they contain evidence relating to:

- Bullying.
- Cyberbullying.
- Criminal activity.
- Safeguarding concerns.
- Harmful sexual behaviour.
- Sexual harassment.
- Child exploitation.

The Headteacher, DSL or authorised staff member may examine relevant content where permitted by law.

Where indecent images or illegal material are suspected:

- Staff must not copy, share or forward the material.
- The device must be secured.
- The DSL must be informed immediately.
- Police advice will be sought where necessary.

Confiscation

Staff may confiscate items that:

- Breach school rules.
- Present a safety risk.
- Interfere with learning.
- Are prohibited under this policy.

Confiscated items may be:

- Returned to the student.
- Returned to parents/carers.
- Retained temporarily.
- Disposed of where appropriate.
- Handed to the police.

The Headteacher will determine the most appropriate outcome.

Safeguarding Considerations

The discovery of prohibited items may indicate wider safeguarding concerns.

Staff must consider whether incidents may be linked to:

- Child criminal exploitation.
- County lines activity.
- Substance misuse.
- Self-harm.
- Sexual abuse.
- Child-on-child abuse.
- Extremism or radicalisation.

Any safeguarding concern must be reported to the Designated Safeguarding Lead immediately.

Recording and Reporting

All searches and significant screening incidents should be recorded on Arbor and, where appropriate, the safeguarding recording system.

Records should include:

- Student name.
- Date and time.
- Reason for the search.
- Staff involved.
- Witness present.
- Items found.
- Action taken.
- Parent/carers communication.
- Any safeguarding concerns identified.

Parents/carers will normally be informed where a search has taken place unless doing so would place the young person at risk of harm.

Equality, SEND and Additional Needs

The school recognises that some students may have SEND, SEMH needs, disabilities or previous traumatic experiences.

Staff will:

- Conduct procedures sensitively.
- Make reasonable adjustments where appropriate.
- Consider communication needs.
- Maintain student dignity throughout.

Adjustments will not compromise the safety of the school community.

Monitoring and Review

The Headteacher and Proprietor Body will monitor:

- The use of screening procedures.
- Search records.
- Confiscation records.
- Safeguarding trends.
- Equality implications.
- This policy will be reviewed annually or following any significant legislative or guidance changes.