



SINCE 604 AD

# KING'S SCHOOL

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## ROCHESTER

### **Whole School Behaviour Management Policy**

This policy is applicable to all pupils in the school, including those in Boarding and in the EYFS.

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## **1. Aims**

At King's School Rochester we aim to be a 'School for Life'. A key element of this objective is preparing our pupils for their life beyond school - their time in school should help them develop standards of character and behaviour that stand them in good stead when they leave us. Furthermore, all members of the School Community strive to follow the mantra 'Work hard, play hard and look after each other'. At King's we insist upon high standards of behaviour as we know that maintaining these standards provide a good foundation for pupils to achieve good academic outcomes without disruption, flourish in a range of co-curricular activities and foster an environment in which all pupils feel safe and valued.

It is our expectation that most pupils are motivated to do well and will therefore maintain high standards of behaviour. However, we understand that there may be occasions when pupils make poor choices. This policy outlines the framework of positive recognition and support, and fair and consistent sanctions that all staff employ to ensure that excellent behaviour is celebrated and poor behaviour is challenged.

Maintaining high standards of behaviour is the responsibility of all staff and whilst it is understood that there may be variation in staff tolerance of pupils' behaviour depending on the nature and context of the lesson or activity, all staff are expected to promote good behaviour amongst pupils and to deal with any unacceptable behaviour. Behaviour which does not allow constructive teaching or learning is unacceptable and staff will ensure this is not tolerated.

## **2. Scope and Application**

This Policy applies to the Pre-Preparatory School, Preparatory School, and Senior School and, together with the School Rules, Code of Conduct or Pupil Handbook relevant to the particular School, applies to all pupils at the School and at all times when a pupil is:

- in or at School;
- representing the School or wearing School uniform;
- travelling to or from School;
- on School-organised trips; or
- associated with the School or undertaking an activity which falls within the scope of a School policy at any time.

This Policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:

- affect the health, safety or well-being of a member of the School community or a member of the public;
- have repercussions for the orderly running of the School; or
- bring the School into disrepute.

## **3. Behaviour, Discipline and the Regulatory Framework**

This Policy has been prepared to meet the School's responsibilities under Part 3, of the Education (Independent School Standards) Regulations 2019 (ISSRs), Keeping Children Safe in Education 2023, Standard 15 (previously Standard 12) of the new National Minimum Standards for Boarding Schools (NMS) and the Statutory Framework for the Early Years Foundation Stage (where applicable). It's scope also relates to:

- Education and Inspections Act 2006
- Education and Skills Act 2008;
- School Standards and Framework Act 1998
- Children Acts 1989 and 2006;
- Data Protection Act 2018 and General Data Protection Regulation (GDPR);
- Equality Act 2010.
- Use of Reasonable Force – Advice for school leaders, staff and governing bodies. (DfE, July 2013)
- Searching, screening and confiscation: advice for schools (DfE, July 2022)

#### **4. Rewards and Recognition**

At King's, we want our school community to be one in which the recognition and reward of positive behaviour is the driving factor in maintaining our high standards.

##### *EYFS*

Rewards for Nursery and Reception children include verbal praise, stickers, reward charts, house tokens and positive reinforcement. If necessary, 'time in' from an activity may be used as a sanction. An escalation of poor behaviour may require the involvement of the Deputy Head or Head of the Pre-Preparatory School and communication with parents/ carers.

The named person for behaviour management in the Nursery is Kirsty Christopher

The named lead for EYFS is Kellie Crozer.

##### *King's Points*

Across the School, Staff will look for opportunities to verbally praise occasions on which pupils demonstrate positive behaviour both inside and outside the classroom. Staff may also award 'King's Points'. These points are awarded to pupils across all three schools and can be awarded for one of eight categories - excellent work, marvellous manners, contribution to class discussion, participation in school life, perseverance, looking after others, great collaboration and considering the community. King's Points are visible to parents and pupils via My School Portal and pupils reaching certain 'milestone' numbers of King's Points will be recognised in Assemblies or in the Cathedral.

In the Pre-Preparatory School once children have achieved 60 King's points they are awarded with a book. The children work towards a bronze, silver and gold book prize.

##### *House tokens*

In the Pre-Preparatory School, pupils are awarded 'House tokens' for conduct and kindness relating to the school characteristics (Happiness, Endeavour, Aspiration, Roundedness, Team work). These are counted each half term by the Pre-Preparatory School house captains.

##### *Positive Postcards*

In the Preparatory and Senior School, Staff may send a Positive Postcard home to a pupil's parent/carers celebrating a particular instance in which the Pupil behaved in a manner above and beyond or normal expectations.

##### *Commendations*

In the Preparatory and Senior Schools, excellent attitude to learning is rewarded through the award of Commendations. These are presented at the end of term assemblies and are based on pupils' end of term reports.

##### *Co-Curricular Success*

Across the School, Co-curricular success is celebrated in Assemblies, in the Cathedral and, at the end of each term through acknowledgement and applause and through the presentation of appropriate certificates, medals, trophies etc.

In the Senior School, Longer-term achievement and/or dedication and commitment to a particular area of school life is also recognised by the awarding of Award and Colours.

#### **5. Supporting Pupils in improving their Behaviour**

We recognise that pupils will sometimes need support in ensuring that their behaviour meets the standards expected by the School. Such support includes:

- Publishing and reinforcing the School Rules - pupils will be reminded of the rules through occasions such

as assemblies and form/ class times;

- Delivering a comprehensive programme of PSHEE ( Personal, Social, Health and Economic Education) that includes elements that reinforce the school's expectations of behaviour;
- Offering pastoral support from Class Teachers, Form Tutors, Housemasters/Housemistresses, the School Counsellor and the Chaplain;
- Communicating with parents/carers when a pupil's behaviour starts to be of particular concern or where a specific incident of poor behaviour has taken place;
- Involving peer mentors, buddies and senior pupil mentors;
- Encouraging parents to support the School's expectations as are which are communicated in the school-specific joining information, Parents' evenings and through the School's regular communications (newsletters and mail-outs);
- Implementing Pastoral Support Plans or Academic Reports to give a Pupil specific targets and/or strategies in terms of improving their behaviour.

## **6. Sanctions**

Discipline within the classroom is the primary responsibility of the member of the teacher concerned, and where appropriate, supported by his or her teaching assistants, Head of Department and/ or by members of the SMT. Discipline and the maintenance of standards in general outside the classroom are the responsibility of all members of staff.

Sanctions are applied with the aim of promoting positive behaviour. When considering the appropriate sanction, the risks posed to pupil welfare by an individual's behaviour will be assessed. This may include consideration of how any action taken, sanctions applied or inaction may affect that individual's welfare and, where appropriate, how it may affect other pupils' welfare and / or the School community as a whole. All staff will try to ensure that punishments are proportionate to the offence, and should be constructive, enabling children to make reparation where possible. Possible Sanctions given to pupils in each school are set out in more detail in Appendix 1.

The School will investigate incidents of poor behaviour where necessary and sanctions will be issued accordingly. The School will seek to ensure that all rewards and sanctions are applied fairly and consistently

Temporary Suspensions and Permanent Exclusions will be made in line with the School's WS Exclusion Removal and Review Policy.

## **7. Malicious allegations against staff**

Where a pupil makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Principal will consider whether to take disciplinary action in accordance with this policy.

Where a parent has made a deliberately invented or malicious allegation the Principal will consider whether to require that parent to remove their child or children from the School on the basis that they have treated the School or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.

The School will consider whether the police should be asked to consider if action might be appropriate against the person responsible for the allegation.

The School will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

## **8. Corporal Punishment**

In accordance with Section 131 of the School Standards and Framework Act 1998, it is the policy of King's Rochester not to use or threaten the use of corporal punishment.

## **9. Use of Reasonable Force**

There are circumstances when it is appropriate for staff in schools to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom. The decision on whether or not to use reasonable force to control or restrain a child is down to the professional judgement of the staff concerned and should always depend on individual circumstances.

Academic staff, based in the Pre-Preparatory School have received 'positive handling' training in August 2024. Any instance in which a member of staff has had to use reasonable force or restrain a child is recorded on a positive handling log.

## **10. Search, Screening and Confiscation**

Authorised members of staff may search for and confiscate Prohibited or Banned items. The School's procedures for such searches are set out in Appendix 2 below.

## **11. Behaviour and SEND**

The School acknowledges its legal duties under the Equality Act 2010, in respect of pupils with disabilities and special educational needs (SEN). We have high expectations of all pupils at King's School Rochester but recognise that SEND Pupils may require reasonable adjustments. Pupils with Special Educational Needs and Disabilities (SEND), including those identified as having social communication difficulties, are supported by the Special Educational Needs Coordinator (SENCo) and staff. Individual Pastoral Support Plans may be put in place with alternative rewards and sanctions, suitable for a particular pupil. Early intervention will also be put in place for SEND pupils who are experiencing particular behavioural issues, and strategies will be shared with parents and staff.

## **12. Drugs and Alcohol, including Smoking and Vaping**

The School prohibits the possession or use of drugs and the abuse of solvents. This policy is in accordance with the current laws of England and Wales. Equally importantly, the school believes that such behaviour is damaging to a young person's health, safety and independence; this is why the use of drugs and the abuse of solvents form part of the PSHEE and Science curricula.

Any pupil who becomes involved with drug misuse or the abuse of solvents should expect to leave the school. Any pupil who becomes involved in supplying prohibited drugs or solvents will be excluded automatically; these penalties will apply to a pupil who breaks this rule on the school premises, or who is deemed by the Principal, to have broken these rules outside of school hours in such a way that is prejudicial to his or her own health and safety and/or the health and safety of others.

If there is reasonable cause for suspicion that a pupil is involved in drug abuse, a drugs test may be administered, with the consent of the pupil and their parents. Details of this procedure are available to parents. Tests are there to provide an objective demonstration of the truth or falsity of allegations and are designed to safeguard the interests of the pupil. Refusal to give consent of a test may be deemed an admission of guilt.

### *Alcohol*

Alcoholic drinks may not be consumed during school hours with the exception that Upper Sixth pupils may

consume alcohol under the supervision of staff, with prior permission from the Principal at school Social Events/Functions. It is expected that these would be limited in number to include events such as the Leavers' Ball and the Principal's annual dinner for Prefects.

Pupils who:

- consume alcohol during the school day (with the exception of the circumstances listed above);
- bring alcohol onto the school site or to an official school activity;
- are believed to be intoxicated during school hours;
- consume alcohol whilst engaged in official school activities;

will be reported to the Principal or Head of the relevant School and may expect to be either temporarily suspended or permanently excluded.

### *Smoking and Vaping*

The School Rules prohibit smoking and vaping and the possession of smoking and vaping materials. This is because of the demonstrated ill-effects of smoking and vaping, which pupils learn about in PSHEE and Science lessons. Any pupil who is caught smoking or vaping, or in possession of smoking or vaping materials, will be dealt with in the following way:

- for the first offence, a letter will be sent home to inform parents, information on support to stop smoking will be provided along with an appointment with the school nurse. A Headmaster's detention will also be issued;
- for the second offence pupils will face a two-day temporary suspension
- any further offence will be referred to the Principal whose sanctions may include temporary suspension or permanent exclusion.

## **13. Relationships**

The School Rules prohibit public displays of affection. Pupils may not engage in any activity which may be deemed to be sexual in the course of the school day (which for boarders means all of their time at school) or whilst on any official school activity, including residential holidays or courses. Any pupil who breaks these guidelines may expect to be referred to the Principal, whose powers include temporary suspension or permanent exclusion.

The development of personal relationships is covered in PSHEE, but is also addressed in other subjects such as RS, English and Biology.

## **14. Behaviour Records**

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records. Records of both rewards and sanctions for all pupils are recorded in a number of ways. King's Points are recorded on ISAMS and are visible to both parents and pupils via My School Portal. King's Points totals may also be shared with pupils using points charts and totals may be announced in assemblies etc.

Behaviour issues and incidents are tracked in each part of the School. Sanctions are recorded on ISAMS for children in the Preparatory and Senior School and are visible to parents and pupils via My School Portal. In the Pre-Prep School 'loss of golden time trackers' are used.

The Deputy Head in each school will analyse behaviour records and will look to identify any patterns that have emerged. As a result, the School may, if appropriate, seek to address any particular points that have been identified. From time to time, sanction systems are evaluated with input from the pupil councils and other interested parties.

The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are

published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's data protection and information security policies.

### **15. Behaviour and Safeguarding**

Some behaviour by a pupil towards another may be of such a nature that safeguarding concerns are raised and further detail can be found in the School's Safeguarding and Child Protection Policy. Safeguarding issues can manifest themselves via child on child abuse, to which a zero tolerance approach will be adopted. This includes, but is not limited to:

- bullying (including cyber-bullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sharing of nudes or semi-nudes ( the sending or posting of nude or semi-nude images, videos or live streams by young people under the age of 18);
- upskirting; and
- initiation / hazing type violence and rituals.

The School's policy and procedures with regard to child on child abuse are set out in the School's Whole School Safeguarding and Child Protection Policy. If behaviour and discipline matters give rise to a safeguarding concern, the procedures in the Whole School Safeguarding and Child Protection Policy will be followed.

### **16. Parental Misconduct**

The School reserves the right to have a child withdrawn from the School when the parent or guardian of that child is proved to have shown serious or persistent misconduct in relation to a pupil, a member of staff, another parent or to the reputation of the School.

Parents and guardians who accept a place at the School for their child undertake to uphold the School's policies and regulations, including this policy. They are expected to support the School's expectations in matters such as attendance and punctuality, behaviour, standards of uniform, dress and appearance, and standards of academic work, co-curricular activities and prep./private study.



## Appendix 1 - Sanctions

Sanctions vary between the schools due to the differing age of pupils, but may include things such as a requirement to undertake menial but not degrading tasks on behalf of the School or external community, removal from a particular lesson or teaching group, withholding participation in educational visits, playtime or sports events which are not essential to the curriculum, detention for a reasonable period, withdrawal of privileges or positions of responsibility, temporary suspension, or being removed or permanently excluded.

The School does not operate a 'tariff-based' approach to issuing sanctions and staff are careful to take the circumstances of both individual pupils and incidents into account, the paragraphs below set out some likely sanctions issued.

### Pre-Preparatory School

Sanctions may include:

- 'Time in' (EYFS) - this involves the child being moved to an adult in the room for 3 minutes. Then, the adult will discuss the child's behaviour with them and the child given the opportunity to talk through, with support, how they would self regulate their behaviour if the situation occurred again.
- Loss of Golden Time (Years 1-3)
- Loss of Playtime (Years 1-3)
- Temporary Suspension
- Permanent Exclusion or Removal

The Pre-Prep School also makes use of a 'Behaviour Ladder' to help Pupils and Parents understand how sanctions escalate. Please contact your child's class teacher to discuss this.

### Preparatory School

Sanctions may include:

- Yellow cards (loss of Friday break time)
- Red cards (loss of Friday lunchtime)
- Headmaster's detention (Saturday morning)
- Temporary Suspension
- Permanent Exclusion or Removal

The table below includes examples of behaviours in the senior school that may result in a particular sanction. Please note that this is NOT an exhaustive list and, as stated above, the School does not operate a 'tariff-based' approach to issuing sanctions and staff are careful to take the circumstances of both individual pupils and incidents into account.

Sanction	Examples of actions leading to the sanction
Yellow Cards from repeat infractions	Constantly off task, repeated missed deadlines, repeated task avoidance, constantly distracting others, often moving around unnecessarily, pushing in line on numerous occasions, talking in line-up after warning, repeatedly talking out of turn, running in corridors after warning.
Immediate Yellow Cards	Eating in Prep. Building, cheating, throwing items, lying, swearing, disobeying staff instructions, name calling, miss-use of technology.
Immediate Red Cards	Violence, verbal abuse to staff, vandalism, stealing, forgery, bullying, discrimination (e.g. racism/sexism), swearing directly at person, harassment, leaving school grounds.

Headmasters Detention	Cumulative poor behaviour or receipt of sanctions including having previously sat a school detention for the same issue, defiance towards staff, bullying or harassment of another pupil (either in person or digitally), use of discriminatory language, inappropriate use of technology, first instance of smoking/vaping.
Temporary Suspension	Swearing at a member of staff, truancy, repeatedly smoking/vaping in school, bringing the school into disrepute, instances of discriminatory behaviour, bullying another pupil, instances of physical violence or threatening behaviour including verbal abuse (either in person or online), or bullying behaviour, having previously served two headmasters detentions.
Permanent Exclusion	Bringing drugs into school, use of drugs, repeated behavioural issues where one or more temporary term exclusions have already been served, serious instances of bullying, physical violence or intimidating behaviour.

### Senior School

Sanctions may include:

- Subject Detention at break time or lunchtime
- School Detention (60 minutes usually held after school on Wednesdays)
- Headmaster's Detention (Between 90 minutes and 3 hours held Friday after school or on a Saturday morning)
- Withdrawal of Privileges or Positions of Responsibility
- Temporary Suspension
- Permanent Exclusion or Removal

The table below includes examples of behaviours in the senior school that may result in a particular sanction. Please note that this is NOT an exhaustive list and, as stated above, the School does not operate a 'tariff-based' approach to issuing sanctions and staff are careful to take the circumstances of both individual pupils and incidents into account.

Sanction	Examples of actions leading to the sanction
Subject Detention	Missing prep, lateness to lesson, incorrect uniform, lack of Games Kits, lack of or poor quality work completed during a lesson, inappropriate behaviour in lessons.
School Detention	Repeatedly missing prep, low level disruption in class, low-level defiance towards staff, 2nd instance of unauthorised use of mobile phone, repeated actions where a subject detention has already been given.
Headmasters Detention	Cumulative poor behaviour or receipt of sanctions including having previously sat a school detention for the same issue, defiance towards staff, bullying or harassment of another pupil (either in person or digitally), use of discriminatory language, inappropriate use of technology, first instance of smoking/vaping.
Temporary Suspension	Swearing at a member of staff, truancy, repeatedly smoking/vaping in school, bringing the school into disrepute, instances of discriminatory behaviour, bullying another pupil, instances of physical violence or threatening behaviour

	including verbal abuse (either in person or online), or bullying behaviour, having previously served two headmasters detentions.
Permanent Exclusion	Bringing drugs into school, use of drugs, repeated behavioural issues where one or more temporary term exclusions have already been served, serious instances of bullying, physical violence or intimidating behaviour.

## Appendix 2 - Search, Screening and Confiscation

On 1<sup>st</sup> September 2022, the DfE updated its [guidance](#) to Headteachers, Staff and Governing bodies over searching, screening and confiscation.

In line with our values, King's School Rochester recognises that we have a duty of care to students in our School. This means that we balance the need to safeguard all pupils by confiscating harmful, illegal, or disruptive items with the safeguarding needs and wellbeing of pupils suspected of possessing these items. We are also cognisant that all pupils have a right to expect a reasonable level of personal privacy, under [Article 8](#) of the European Convention on Human Rights. Any 'interference' with this right by their School must be justified and proportionate. We are aware of, and encourage staff to be especially vigilant about, possible biases affecting decisions to carry out or escalate searches. The Principal will ensure that a culture of safe, proportionate and appropriate searching is maintained.

### Who can search a Pupil?

Any search must be authorised, prior to any search being carried out, by either:

- The Principal
- The Senior Deputy Head
- The Head of the Prep. School or, in his absence, his Deputy.
- The Head of the Pre-Prep. School or, in her absence, her Deputy.

The Principal explicitly grants those staff fulfilling the roles listed below permission, should the need arise, to carry out a duly authorised search and to confiscate any items as detailed within this guidance:

- Members of the Senior Management Team
- Housemaster/Housemistress
- The Head of Upper School
- Boarding Housemaster/Housemistress

These members of staff will be provided with a copy of this guidance.

When carrying out a search:

- The person carrying out the search must be the same sex as the student being searched;
- There **must** be another member of staff present as a witness to the search - they don't have to be the same sex as the student.

The only exception is if:

- The searcher reasonably believes that there is a risk of serious harm being caused to a person if a search isn't carried out urgently **and**
- It's not reasonably practical to summon another member of staff (to carry out the search or act as a witness) within the time available.

If an authorised staff member conducts a search without a witness, they should immediately report it to another member of staff, and make sure that a record is kept.

### When can a Student be searched?

A student can be searched if:

- They agree to the search;
- The authorised staff member has 'reasonable grounds' to suspect that the student may have a prohibited or banned item.

Reasonable grounds may include, but are not limited to, occasions such as:

- A member of staff has heard the student or other students talking about a banned or prohibited item;

- A member of staff has been told directly of a banned or prohibited item;
- A member of staff has seen a banned or prohibited item;
- A member of staff notices a student behaving in a way that causes you to suspect that they're concealing a banned or prohibited item;
- Review of CCTV suggests that a student may have a banned or prohibited item;
- A member of the public reports that they have seen a student behaving in a manner, before or after school, that suggests that they may have a banned or prohibited item.

When deciding to search a student, the grounds for the search must be balanced against the student's age and any SEND.

### **What constitutes a banned or prohibited item?**

The list of prohibited Items is set out in [The Education Act 1996](#) and paragraph 3 of the DfE's guidance on searching, screening and confiscation. These items are:

- Knives or weapons;
- Alcohol;
- Illegal drugs or Paraphernalia;
- Stolen items;
- Tobacco and cigarette papers;
- Fireworks;
- Pornographic images;
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to:
  - Commit an offence;
  - Cause personal injury (including the pupil) or damage to property.

Being in possession of a prohibited item – especially knives, weapons, illegal drugs or stolen items – may mean that the Pupil is involved, or at risk of being involved, in antisocial or criminal behaviour including gang involvement, and in some cases may be involved in child criminal exploitation. A search may play a vital role in identifying pupils who may benefit from early help or a referral to the local authority children's social care services.

Banned Items are:

- Vapes or any Vaping Liquids;
- Energy Drinks;
- Sweets and Drinks bought in with the intention of selling them.

### **How should the search be conducted?**

#### *Before a Search*

The Authorised staff member should:

- Make an assessment of how urgent the search is, and consider the risk to other pupils and staff;
- Explain to the pupil why they are being searched, how and where the search will happen, and give them the opportunity to ask questions about it;
- Always seek the pupil's cooperation.

#### *If a pupil refuses to cooperate*

In this case, the authorised member of staff should first consider why this is, and act proportionally. It may be that the pupil:

- Is in possession of a prohibited or banned item;
- Doesn't understand the instructions they've been given or what a search will involve;
- Has had a previous distressing experience of being searched.

If the pupil still refuses to cooperate:

- The School may sanction them in line with your behaviour policy;
- If the authorised members of staff doesn't think that a search is needed urgently, they should seek advice from the Head of the Prep. School, the Head of the Pre-Prep School or the Senior Deputy Head. During this time, the pupil should be supervised somewhere away from other students;
- Assess whether the search would prevent the pupil from harming themselves or others, damaging property or causing disorder, and therefore it is necessary to use reasonable force to conduct the search. NB - reasonable force can only be used to search for prohibited items.

#### *Carrying out the Search*

A pupil should be searched in an appropriate location that offers privacy from other students.

Authorised staff can search a pupil's pockets and require pupils to remove outer clothing, meaning clothes that are not worn directly next to the skin or over underwear. Outer clothing also includes gloves, scarves and shoes.

You **cannot** ask pupils to take off any further items of clothing.

The person conducting the search should be sensitive to whether a pupil is wearing outer clothing for religious reasons.

Authorised staff can also search a pupil's locker or bag in the presence of the pupil and another member of staff (except in cases as detailed above).

#### **How should a search be recorded?**

All searches should be recorded on CPOMS. The record of a search should include:

- The date, time and location of the search;
- Which pupil was searched;
- Who authorised the search;
- Who conducted the search and any other adults or pupils present;
- What was being searched for;
- The reason for searching;
- What items, if any, were found;
- What follow-up action was taken as a consequence of the search.

The DSL will review any recorded searches and if the DSL finds evidence that any Pupil is at risk of harm, a referral will be made to Children's Services.

Parents will always be informed of any search for a prohibited item that has taken place, and the outcome of the search, as soon as is practicable. A member of staff should inform the parents of what, if anything, has been confiscated and the resulting action the school has taken, including any sanctions applied.

Parents should also be informed of a search for an item banned by the School's policy. Any complaints about searching, screening or confiscation will be dealt with through the normal complaints procedure.

#### **What should be done with any items confiscated during a search?**

Authorised staff members can confiscate any item they find that they have reasonable grounds for suspecting:

- Poses a risk to staff or pupils;
- Is a prohibited or banned item;
- Is evidence in relation to an offence.

The list below outlines how confiscated items will be handled:

- Controlled drugs, or substances you suspect are controlled drugs or could be harmful - Deliver to the police (or safely dispose of if there is a good reason to do so);
- Alcohol, Smoking or Vaping Paraphernalia - Retain or dispose of as appropriate;
- Fireworks - Retain or dispose of as appropriate;
- Stolen items - Deliver to the police, return to the owner, or dispose of if there is a good reason to do so;
- Weapons or items which are evidence of a suspected offence - Deliver to the police as soon as possible;
- Items that have been (or are likely to be) used to cause injury or property damage - Deliver to the police, return to the owner, or dispose of if there is a good reason to do so;
- Pornographic material - Dispose of unless you suspect it constitutes a specific offence (i.e. it is extreme or an indecent image of a child) in which case deliver to the police as soon as possible.

In cases where there are multiple options, the member of staff will consider:

- The value of the item;
- Whether returning the item to the owner may place someone at risk of harm, or disrupt learning;
- Whether it's appropriate to return the item;
- Whether the item can be practically and safely disposed of.

Items discovered during a search can be confiscated, retained or disposed of as a disciplinary measure where it's reasonable to do so, as set out in [section 91 of the Education and Inspections Act 2006](#). The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

### **Searching and confiscating electronic devices**

Authorised staff members may examine any data or files on an electronic device that they have confiscated, if they have good reason to do so. Good reason could be that they reasonably suspect that the device has (or could be used to):

- Cause harm;
- Undermine the safe environment of the School or disrupt teaching;
- Commit an offence.

If the member of staff discovers inappropriate images, video, or other material, these should be deleted unless there are reasonable grounds to suspect that their possession is related to a specific illegal offence. In this case, the material should not be destroyed and the device containing the material should be handed over to the police as soon as possible.

If the member of staff suspects that they may find an indecent image or video of a child on a device, they should avoid viewing it and never copy, share, or save it. They should follow the guidance set out in the School's Safeguarding and Child Protection Policy with regards to dealing with incidents of the generation and/or sharing of indecent images.

Having searched the electronic device, if no material has been found that necessitates the device being passed to the police, the member of staff may return the device to the pupil or they may confiscate the device until such time as the device can be returned directly to the pupil's parent/carer.