

# Oakfield School

## 21. Room Search Policy



To be Reviewed:	December 2019
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## 1. POLICY STATEMENT

Oakfield School staff will only conduct searches of pupils' bedrooms and belongings if the health, safety or welfare of either the young person or others is at risk.

## 2. PROCEDURE

A pupil's room and belongings will only be searched where there are clear grounds for suspecting something is untoward and where failure to carry out the search would put at risk the welfare of the pupil, staff and others.

If appropriate the reasons for the search will be explained to the pupil prior to the search; however, in exceptional circumstances pupils do not need to be told that a search is being carried out.

In all circumstances a minimum of 2 staff must conduct the search and in most cases it will be preferable for the pupil to be present during the search.

All searches must be documented (see Appendix 1) showing the time, date and reason for the search, noting what if anything was found, who carried out the search, who was present at the time and if the young person was in agreement with the search taking place. All those present should sign the room search record.

If a search is made and the pupil is found to be in possession of any illegal substances, then the Head of Residential Care must be informed immediately. The Head of Residential Care will consult with the Headteacher and if necessary the police will be involved.

If a search is made and other harmful items such as weapons are found, staff must remove the items and inform the Head of Residential Care as soon as possible who will liaise with the Headteacher.

The parents/carers of pupils will be informed during the assessment/admission process of this policy. If a room is needed to be searched a member of staff will ensure parents/carers are informed, giving the reason the search was held and the outcome.

This Policy was reviewed December 2017.

Signed: .....

Lee Morfitt (Chair of Governors)

Appendix 1



<b>Pupil Name:</b>		<b>House:</b>	
<b>Date:</b>		<b>Time of Search:</b>	
<b>Reason for search</b>			
<b>Outcome of Search</b>			
<b>Who was present during the search?</b>			
<b>Was the pupil aware of the search?</b>			
<b>Was the pupil in agreement to the search?</b>			
<b>Any pupil comments? (optional)</b>			
<b>Name of person completing the form</b>		<b>Sign</b>	<b>Date</b>
<b>Monitored by</b>		<b>Sign</b>	<b>Date</b>