

Oakfield School

21. Room Search Policy



To be Reviewed:	June 2022
-----------------	-----------

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.

Unless an emergency situation, in which immediate action is required, 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 a member of the Residential Management must be informed immediately. They will consult with SSLT, 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 senior on duty immediately, who will liaise with the Head of Residential Care or a member of SSLT as soon as possible.

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.

Staff conducting the search must fill in the "Room Search Form" (see appendix 1) online this is then emailed to a designated Residential Manager who will ensure the form is completed correctly and all procedures have been followed. The form is then signed off by management and filed on the Staff Shared System.

If regular room searches are required with pupils then this procedure will be added to the pupils individual risk assessment and monitored and evaluated termly by the residential management team.

This Policy was reviewed June 2020.

Signed:

Lee Morfitt (Chair of Governors)

Appendix 1



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