



Document Control	
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Policy and Procedures for Searching Pupils and their Possessions

Rowan Preparatory School is a school with high expectations and standards of behaviour. The safety of all those within the school community is of paramount importance and to that end the school reserves the right to search pupils for the following, in accordance with the law:

- Knives or weapons
- Alcohol
- Illegal drugs

A pupil may only be searched if they are suspected of having the above and the search may be done without consent of either pupils or their parents and will be conducted by a senior (female) member of staff. A witness must be present and that person will also be female and a senior member of staff. The pupil will not be asked to remove clothes other than items of outer clothing, such as a blazer or school coat.

Parents of a pupil will be informed following a search and the cause for concern and outcomes recorded by those involved in the process and placed in the pupil's records.

Search of Pupil's possessions

Pupils are not permitted to bring valuable items to school and are expected to respect other people's property. However, if an item is missing / lost the pupil/s will be encouraged to return it to the owner and every effort will be made to ensure this can take place anonymously.

From time to time, Rowan recognises that it may be necessary to search pupils' possessions to ascertain the location of misplaced items. Groups of pupils or a class may be asked to open their desks, trays or bags to check for missing items. This may take place in Registration time by the Class / Form tutor or by the subject specialist teacher. The Headmistress will be informed. The Class / Form tutor or subject specialist teacher may decide to search pupils' possessions whilst the pupils are not present. Again, the Senior Deputy Head will be informed.

The Headmistress and pupils' parents will be informed as necessary and appropriate records put on file.

This document is reviewed annually by the Compliance Administrator or as events or legislation change requires.