

Document Title and ID	<b>DISA Search Protocol</b> <i>RE.PRO.18.01</i>		
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### Conducting a Search

A search can be conducted for a prohibited item or a banned item as set out in the UWCD Student Residential Code of Conduct. Due to the potential damage to the environment or the risk of triggering a fire alarm, aerosols may also be confiscated in the residences.

Any search should be conducted with sensitivity and in such a manner as to avoid embarrassment or distress to students. A search should be preceded by an explanation of the reason for conducting a search and an opportunity should be provided for any prohibited or banned items to be handed over voluntarily. Since Assistant Head of School (Pastoral) is also the Designated Safeguarding Lead any safeguarding decisions will be taken by the Assistant Head of School (Pastoral) in consultation with the Head of School or SLT as appropriate.

### Who can conduct a search?

Any member of the residential team or the security staff who has reasonable grounds to suspect that a student has a prohibited or banned item in their possession may conduct a search with the student's consent. For example a student might be asked to empty the contents of their pockets or to show the contents of a bag or drawer.

If a student refuses consent, a search may still be undertaken if there are grounds to suspect that a student is in possession of a prohibited or banned item. In such circumstances, two members of either security staff or residential staff should be present. The assistance of a Toon Parent should be sought, if not available, any member of staff living in the residences should be sought.

Consideration should be given to having a member of staff of the appropriate gender present to conduct the search. This policy does not authorise an intimate search. If a student refuses to cooperate, parents

or the police must be called.

### **Where can a search take place?**

A search without a student's consent may only take place at the gate or on residential premises or anywhere that a member of staff is in charge of a student, on a trip for example.

### **Searching residential accommodation**

A general search to locate lost or stolen items in the residences may take place after consultation with the Assistant Head of School (Pastoral) or the Head of School. The extent of any search should be proportionate to the value or risk factor of the item being sought.

In the rare circumstances where a search of a residential accommodation is deemed appropriate, ideally, the student should be present and invited to show the members of staff the contents of their bags and drawers. The Toon Parent, Deputy Head of Residential Life should accompany the staff member as they undertake the search.

It is possible to conduct a search of a room without the student's consent and without them being present but only if there are strong grounds to suspect that a student is in possession of a prohibited or banned item.

Such a search should only be undertaken by Toon parent and residential staff following consultation with the Assistant Head of School (Pastoral) or the Head of School.

### **What happens to confiscated items?**

Any item that is confiscated may be retained (at least for the duration of the investigation required); disposed of; returned to parents at the next available opportunity; or it may be given to the police. Confiscated items should be passed directly to a Toon Parent or the Deputy Head of Residential Life who in turn will pass it to the Assistant Head of School (Pastoral). The Assistant Head of School (Pastoral) will decide the appropriate course of action in accordance with the current guidance.

### **Dealing with electronic devices**

Where a member of staff conducts a search for an electronic device it may be retained and passed to the Assistant Head of School (Pastoral) who may examine with the help of the IT team any data or files on it if they have good reason to do so. The member of staff must reasonably suspect that the data or file has been, or could be, used to cause harm, to break the school rules.

If inappropriate material is found on the device, it is up to the Assistant Head of School (Pastoral) and the Head of School to decide whether the material should be deleted, retained as evidence (of a breach of school discipline or a criminal offence) or whether it requires the involvement of an external agency.

### **Notifying parents**

There is no legal requirement to inform parents before a search takes place, nor to seek specific consent

but where alcohol or potentially harmful substances are found, parents will be informed as part of the school's disciplinary procedures.

### **Record keeping**

The Assistant Head of School (Pastoral) will keep a record of any search and its outcome in a disciplinary log on My Concern platform. Additionally, the search record form will be completed by the staff member conducting the search.

### **Screening, Searching and Confiscation**

UWCD reserves the right to search a student or his/her possessions if they believe them to be carrying any prohibited item which the staff member reasonably suspects has been, or is likely to be:

- Used to commit a criminal offence; or
- To cause personal injury to, or damage the property of, any person, UWCD; or
- Any other item which the school rules identify as an item for which a search may be made.

The following are termed 'Prohibited items'. Their presence in the residences or if found in a student's possession will lead to the highest sanctions:

- Knives (must always be kept with the Toon Parents and can be signed in and out only for cooking purposes)
- Firearms/weapons (including toy guns that can be weaponized)
- Illegal drugs or any items associated with drug use
- Alcohol
- Fireworks
- Tobacco products
- Papers with pornographic images or text
- Stolen items
- Any article that a member of staff (or other authorised person) reasonably suspects has been, or is likely to be, used:
  - o to commit an offence,
  - o to cause personal injury to, or damage to the property of, any person (including the student), UWCD
  - o to bring disrepute to the school or the community

The Assistant Head of School (Pastoral) or the residential staff can also search for any item prohibited by the school except in the common kitchen areas or VA studio . These items include:

- Lighters or matches
- Laser pens or pointers
- E-cigarettes and associated solvents
- Solvents or any item associated with 'legal highs'.
- Spray paint
- Unauthorised medication (including any form of tablets)
- Over-the-counter prescription drugs (without due authorisation)
- All pets (including insects),
- BB guns, air guns, toy guns, televisions, large music systems

- Unauthorized refrigerators, irons, hotplates, kettles, toasters, microwaves, anything with a heating element
- Inappropriate movies, i.e. movies that promote values that contradict UWC values
- t-shirts with inappropriate slogans and pictures, controversial flags and other items

Residential staff have the power to search without consent for a prohibited item. A condition of staying in a residential accommodation at UWCD is that searches will be conducted if there is a suspicion that a prohibited or banned item is in a student's possession and reasonable grounds for a search have been established.

Searches will nearly always be carried out by a member of staff of the same gender or in case of a student belonging to the LGBTQ+ community by a staff of their choice if available and with a witness present. Staff will only carry out a search of a student of the opposite sex or any other sex not preferred by a student and without a witness present where they reasonably believe that there is a risk that serious harm will be caused if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Where items are prohibited these will not be returned to the student. They will be disposed of according to the current advice and guidance. There will be severe penalties for students found to have prohibited items in the residences and this may lead to an expulsion.

Students found with any of the prohibited items will have these items confiscated and destroyed whether they are found to be using them or not.

Residential staff may search a student with their consent for any other item, although consideration will be given to factors that may influence the student's ability to give consent. In such circumstances staff must consult a member of SLT and in extraordinary circumstances parental permission may be sought.

Staff will confiscate any electronic device being used inappropriately on the premises such as mobile phones, smart watches, MP3 players, laptops, notebooks, tablets etc. The staff member will keep confiscated devices. If a student's electronic item gets confiscated continually, the confiscated item may be kept for one week or more depending on the number of times it got confiscated.

## **Complaints**

Any complaints by a student or parent about the way in which a search has been carried out should be made following the school's complaints procedure.

**Record of Search with or without consent**

<b>Name of Student</b>	
<b>Year Group</b>	
<b>Consent Obtained</b>	Y / N
Date, time and location of search	
Name(s) of staff involved (directly or as witnesses) - MUST be 2 members of staff or security at all times involved in search	
Would you consider the student to be vulnerable e.g. medical or social reasons?	
Description of the incident which caused the search to be initiated	
Identify the reason for the search e.g. specific prohibited items	
Follow-up and any disciplinary action taken against the student	
Any information about the incident shared with staff not involved in it and external agencies – include details of who and why	
When and how those with parental responsibility was informed about the incident and any views they have expressed	
Has any complaint been lodged	Y/N
<b>Report compiled by: (name and role)</b>	
<b>Signature &amp; Date</b>	
<b>Report countersigned by (name and role)</b>	
<b>Signature &amp; Date</b>	