



Sandford International School Search and confiscation policy

NAME OF POLICY	Search and confiscation policy
APPROVED BY	Board of Sandford International School
DATE APPROVED	October 8 th 2022
DATE OF REVIEW	October 2024

To maintain order and discipline in the school and to protect the safety and welfare of all students and school personnel, authorised staff may search a student's bag and belongings when permission has been granted by the Head of School. If during a search prohibited, illegal items or contraband are discovered, they will be confiscated and parents contacted

Prohibited, illegal and contraband items include:

- chewing gum;
- fizzy drinks including high energy drinks;
- glass bottles including perfume bottles;
- aerosol cans including deodorants;
- correction fluid;
- permanent marker pens;
- Cigarettes, matches and lighters;
- fireworks or "snaps" containing gunpowder;
- e-cigarettes, shisha pens or liquids;
- alcohol;
- knives or weapons;
- illegal drugs;
- stolen items;
- pornographic images;
- any article that is likely to be used to commit an offence, or to cause personal injury, or to damage the property of any person.

For the purpose of this policy

The definition of '**Knife**' includes any bladed article, such as craft knife, Stanley knife, Swiss army knife, fishing knife, razor, kitchen knife etc. or any bladed item including improvised or self-made items.





The term '**weapon**' refers to any gun, including air rifle, BB gun, toy gun, pellet gun, crossbow, Taser, blow pipe, knuckleduster or any similar item and includes any item made for the purpose of assault or defence including improvised or self-made items.

Self-made items are those that have been crafted or adapted for the purpose of self-harm, or to threaten others, and include but is not restricted to shards of glass, mirrors, sharpened sticks, pencil sharpener blades, broken rulers.

Items used offensively refers to routine items (e.g. compass, technology equipment, aerosol, sports bat, pencil) used inappropriately to cause harm distress or intimidation.

This is not an exhaustive list and could include other bladed items, equipment or weapons not specified. The policy is not constrained by the criminal definition of an offensive weapon but refers to any item which could cause harm, injury or distress to the holder or others, or which could be used to threaten, alarm, distress or intimidate others.

If there is any doubt about **substances (Drugs)** discovered, we will pass them to the police for clarification.

I. Personal search procedure

A student's person and/or personal effects (e.g., purse, backpack, book bag, etc.) may be searched when a member of staff has reasonable suspicion to believe that the student is in possession of illegal or prohibited items

Step one

If a member of staff has reasonable suspicion to believe that a student is in possession of an illegal substance or has a prohibited item, they must inform the Head of School or his deputy if he is not present in school.

Step two

Permission must be granted from the Head of School before a bag or person can be searched.

Step three

If reasonable suspicion is established, The Head of school will inform the Head of Security and arrange for the person and bag to be searched





Only staff who have received appropriate training (from the Head of security) and been authorised by the Head of School will be permitted to carry out searches.

Step four

Students will be escorted to an office so their privacy is protected. The nominated member of staff will conduct the search in the presence of at least one other adult witness. A member of staff of the same sex as the student must be present.

Step five

Standard searches consist of:

- a) The student removing all outer garments (coats, hats, gloves, vests, belts, shoes, etc.) and handing them to staff member and/or placing them on a table for inspection.
- b) Staff will inspect outer garment items and will lay out all items found for viewing.
- c) Student will turn out all pockets and place contents of pockets on the table/desk for staff review
- d) Student will lift up each foot, so staff can view bottom of feet/sock.
- e) Student will empty the contents of their bags onto the table for inspection.

Step six

All searches will be logged and if no inappropriate items are found it will be recorded as NOTHING FOUND

Step seven

All families will be contacted and informed of the bag/person search immediately after the search has been concluded.

2. Confiscation of illegal materials

If a search yields illegal or contraband items, they will be confiscated and may be handed to the proper authorities if they are banned or illegal.

3. Return / disposal of confiscated items





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Materials confiscated by school personnel, not deemed illegal nor contraband, will be held for parents to collect.

4. **Complaints**

If a parent believes that this procedure was not carried out correctly, they must inform the Head of School.

This policy will be reviewed annually

Latest review by Commander Michael Tegegne (Head of Security & Anthony Hamilton (Head of School) October 10 th 2022
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