



Rosehill Infant & Nursery School

Right to search policy

Signed By:

..... Head Teacher

Date:.....

..... Chair of Governors/resources

Date:.....

Review date: ...July 2026.....

Right to Search Policy

This work instruction is intended to ensure all Rosehill's employees understand the schools Policy with regards to "right to search".

This document covers the "right to search" employees and visitors to Rosehill Infant and Nursery school. A visitor is anyone other than an employee who visits the school site.

It is the responsibility of all visitors and members of staff to be aware that they may be asked and searched at any time whilst on the school site and that they should co-operate with any reasonable request from the nominated officers

The nominated officers are:

- Head teacher
- School business manager

In the absence of the nominated officers the deputy head teacher will deputise

Should a search be required, it is the responsibility of the head teacher/school business manager to make the visitor/employee aware of the policy and present a copy to them if requested.

1. Associated documents

Right to search checklist appendix 1

Incident Report appendix 2

2. The security officer

During the course of his/her duties this policy provides that the Schools nominated officer may search:

- (a) Any person who is in, or seeking to enter or leave the school site or building, and
- (b) Any article in the possession of such a person.

The main purpose of searching any individual is to reduce the risk of inappropriate items being brought on to site, to prevent unauthorised access and to reduce the risk of unauthorised removal of Rosehill Infant and Nursery schools property.

This policy gives the nominated officers powers to search a person who is entering, leaving, or who is already in, the school building. It also allows the nominated officers to search any article in that person's possession.

The nominated officers may also require the removal of a coat, jacket, headgear, gloves or footwear. The nominated officers also have the right to search the vehicle of anyone leaving or arriving on site. A search may only take place on the school building or grounds".

3. Searching upon entry to Rosehill Infant and Nursery school building

All persons entering the school building may be searched including their vehicles. There are no exemptions to this provision.

4. Searching whilst in a school building

All persons already in the school building may be searched including their vehicles. There are no exemptions to this provision.

5. Initial Search Process

5a. Any baggage being carried may be searched whilst the employee or visitor is present. The nominated officers may invite the visitor/employee to open any baggage they might be carrying and display the contents. The nominated officers must request the removal of items from the bag to inspect them further if they reasonably believe they may be prohibited.

5b. The nominated officers should not place his/ her hands in the bag, but must ask the visitor or employee to move or remove items to ensure that a thorough search is undertaken. The nominated officers may then handle that specific item, but only whilst the visitor or employee is present. Due care and attention will be used at all times.

6. Refusal to be searched upon entry to a school building

6a. If a visitor or employee entering the school building refuses to be searched or have their vehicle or baggage searched, then that person can be excluded or removed from the Rosehill Infant and Nursery School building and they will be advised as such.

6b. If a visitor or employee leaving the school building refuses to be searched then the visitor or employee will be told of the nominated persons powers.

6c. If the employee/visitor continues to refuse the employee/visitor must state a reason why they are refusing to be searched; an incident report will be completed with their name and details

7. Full search

7a. If the nominated officers request the removal of coats, jackets, gloves, footwear and more specifically headgear, they will be mindful of factors including the sex of the customer and the possible religious sensitivities of the employee or visitor.

8. Searching within the precincts of the school building

There must be reasonable grounds on which to undertake a search within the precincts of a school building. These may include:

- The nominated officers have seen the visitor or employee with a prohibited item.
- The nominated officers have been given intelligence by a third party that the visitor or employee is carrying a prohibited item.
- The employee/visitor has admitted that they are carrying a prohibited item.

If there are reasonable grounds to undertake a further search the nominated officers must approach the individual, introduce themselves as the nominated officer and the visitor/employee must then be asked to accompany the nominated officer back to the meeting room where they can be searched as above.

The same procedures must be employed if an employee or visitor leaves the school. If the employee/visitor refuses to be searched, then once again, the visitor/employee must be reminded that if they do not submit to a search, then they can be removed or excluded from the school site.

9. Searches of employees / visitors of the opposite sex and further guidance

To avoid accusations of inappropriate behaviour, body searches must not be carried out. Manual body searches must be carried out in a discrete manner, and in a private place.

The nominated officers must be mindful of confidentiality and carry out all searches in a private location

Right to search checklist

Searching with consent – Have you stated that:	
Nominated Staff can perform searches with consent for any item under common law	
You are not required to have formal written consent for this kind of search	
Searching without consent – Have you stated that:	
Searches without consent must be avoided. The police should be called at this point and an incident report completed by any witnesses and the nominated officers	
During the search – Have you stated that:	
You are able to search lockers and desks for any item provided	
After the search - Have you stated that:	
Any weapon or controlled substance must be passed on to the police except for a good reason	
Any high value stolen item, such as a laptop or iPad, may be passed on to the police except for a good reason	
In determining what is a 'good reason' for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article	
A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.	
Where an article has been used, or could be used, to commit an offence or injury to person or property, it will be passed on to the police	
Where the legal status of a substance is unknown, it will be treated as a controlled drug	
Where the person conducting the search finds an electronic device they may examine any data or files on the device if they think there is a good reason to do so	
You are not legally required to make or keep a record of a search	
Complaints about the searching will be dealt in line with the school's Complaints Policy	

Incident report

Date and time:

Persons present conducting the search:

Person in question:

Consent: Yes/No..... (if no document action taken below)

Has the person been made aware of the reasons for the search:Yes/No.....

Details

	Comments
Who	
What	
When	
Where	

Signed

Position

Date