

SEARCH AND CONFISCATE POLICY

S L Drama Academy CIC

This policy supports S L Drama Academy CIC (SLDA) policies on Safeguarding, Behaviour, Health and Safety and First Aid.

S L Drama Academy CIC's policy maintains that it is unacceptable for students to possess, use or supply illegal and other unauthorised drugs and prohibited items within the Alternative Provision (AP) boundaries, on journeys to and from the AP, and when offsite on a S L Drama Academy CIC trip or excursion.

In any incident involving prohibited items, we are advised to involve the student's parents/carers, unless this would jeopardise the student's safety. We will make a full record of every incident involving **illegal** items. These records are kept centrally and filed as per S L Drama Academy CIC incident, safeguarding reporting process and shared with the appropriate education provider on the same day unless in exceptional circumstances.

School Trips

Although SLDA does not intend to take students on trips if in the future this is a possibility adherence to rules relating to illegal and other unauthorised drugs/items may be part of the consent form signed by the student or parent/carer prior to any trip.

Prohibited Objects and Drugs

The following are prohibited items at S L Drama Academy CIC:

- Knives/weapons
- Alcohol
- Illegal and legal drugs (except where authorised on medical grounds)
- Stolen items
- Fireworks
- Pornographic images
- Any article that a member of staff reasonably suspects has been or is likely to be used to commit an offence or cause personal injury to, or damage to the property of, any person, including the pupil.
- Any other items that the AP has banned, and which have been identified in the S L Drama Academy CIC rules.

What counts as a drug?

The definition of a drug given by the United Nations Office on Drugs and Crime is: 'A substance taken to change the way they feel, think or behave.' For the purposes of this policy, the term 'drug' is used throughout this policy to refer to all illegal drugs, all legal drugs, (including alcohol, volatile substances and poppers), all over-the-counter and prescription medicines (except where authorisation has been granted), and NPS (new psychoactive substances).

S L Drama Academy CIC encourages young people to make healthy lifestyle choices. Students who smoke should be reported to office staff.

Illegal drugs have no place at S L Drama Academy CIC. However, there are instances where other drugs may legitimately be in the AP. Some students may require medicines (that have been prescribed for their medical condition) during the day. After notification

by the student's parent/carer, the safe keeping and administration of these will be controlled by our lead First Aider. We are advised against giving non-prescribed medication to students.

The relevant circumstances involving prohibited items can take various forms. These include:

- Prohibited items/drugs or associated paraphernalia are found on AP premises
- A student demonstrates, perhaps through actions or play, an inappropriate level of knowledge of drugs/weapons/pornography for their age
- A student is found in possession of prohibited items or related paraphernalia
- A student is found to be supplying prohibited items on AP premises
- A student, parent/carer or staff member is thought to be under the influence of drugs
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area
- A student discloses that they or a family member/friend are misusing drugs.
- A student discloses other safeguarding information relating to illegal behaviour or behaviour that threatens the safeguarding of the child.

Where a child discloses information to another student or member of staff, or if a member of staff receives information about illegal/prohibited activity on or offsite involving a student, this information should immediately be passed to the Safeguarding Officer (Anna Malik). If she is unavailable, another member of the staff. The relevant Safeguarding policy will then be followed (see S L Drama Academy CIC Safeguarding Policy).

If a student is suspected of having a prohibited item or related paraphernalia, search and confiscation policies must be taken immediately. **In these circumstances, staff should always keep themselves and their students safe. If there is any risk of immediate harm, staff should call the police or the client as seen fit. Search and confiscation should proceed in this way**

SEARCHES

When a person is suspected of concealing a prohibited item staff should immediately make the safeguarding officer (Anna Malik) or another member of staff aware (by text if necessary in order to avoid leaving the student unattended with fellow students).

Searches should only ever be conducted if S L Drama Academy CIC and the client think that there is strong evidence of a risk of harm to staff and/or students because of something the student is carrying.

Staff should ask for another member of staff to accompany them in confronting the student. A search should only take place with two members of staff present, who are both of the same sex as the student (where possible).

Staff should then take steps to minimise the disturbance caused, asking the student to step out of the class and in the presence of a second adult, asking them to hand over the item. Every effort should be made by the members of staff to persuade the student to hand over voluntarily any item they may have. Students should be reminded that handing over the item will result in much less severe consequences for them as a failure to hand it over may lead to the police being called.

If the prohibited item is handed over, this should be confiscated from the student and handed to S L Drama Academy CIC management to be kept securely.

No member of staff has the legal power to search students without their consent. If the student refuses to hand over the item, the client should be called to discuss further. Under no circumstances should the student be allowed to return to class with the prohibited item in his or her possession but where it is safe to do so, staff should try to keep the student onsite. If the item is not handed over voluntarily and a search cannot be conducted, the client should be contacted.

At the first possible opportunity, the member(s) of staff involved should share this information with the S L Drama Academy CIC management and then fill out an incident form.

CONFISCATION

Once in staff custody, a prohibited item should be dealt with in the following ways: Suspected illegal drugs and other illegal items (weapons, pornography, stolen goods), staff will:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag, if appropriate, and include details of the date and time of the seizure/find and witness present.
- store it in locked cabinet
- notify the client immediately, who will advise what further action they deem necessary if any.
- Contact the parent/ carer
- immediately create an Incident Report to record the event and pass this to S L Drama Academy CIC management

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification. If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. An appropriate adult should always be present during interviews, preferably a parent/carers or duty social worker.

Legal Drugs

The police will not always necessarily be involved in incidents involving legal drugs but it may be appropriate for the AP to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

Alcohol

Parents/carers will be informed and informed that the alcohol has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of once this has taken place.

Volatile Substances

Given the level of danger posed by volatile substances, the AP will arrange for their safe disposal.

Medicines

Parents/carers will be informed and will be asked to collect and dispose of unused or date- expired medicines.

Disposal of Drug Paraphernalia

Needles or syringes found on AP premises should be reported immediately to management staff who will in turn warn other facilitators not to allow students in the area the sharps were found until they have been dealt with. Staff will use a litter picker to move the sharp(s) to a sturdy, secure container. Hands must NOT be used, even with gloves. Do not put used needles and syringes in domestic waste. Staff will report it to Derby City Council to get the sharp(s) removed from the premises completely for local environment health.

For more information please visit the link below:

<https://www.derby.gov.uk/environment-and-planning/street-care-cleaning/syringe-disposal/>

At the first possible opportunity, the member(s) of staff involved should share this information with the S L Drama Academy CIC management and then fill out an incident report.

-Please follow the link to the Government's guidance explaining schools' powers of screening and searching pupils so that school staff have the confidence to use them.

https://1drv.ms/b/s!ApWT8G_4wTodhAn4usuJuu54U1bM

Review

Review of this Policy	October 2025
Next Review Date	October 2026
Reviewed By	Anna Malik
Position/Role	Director, S L Drama Academy CIC