

1. Document Control

1.1.

1. Introduction

- 9.5 Only college staff that are on the authorised list can search learners with their consent for prohibited items; however, consideration should be given to the article being searched for. If staff have concerns regarding their safety, or the safety of other members of staff or learners then security staff should be called to assist with the search.
- 9.6 If prohibited items are found during the search then the College Disciplinary Policy should be followed.

10. Refusal to co-operate with a search

- 10.1 If a learner is not willing to co-operate with the search, the member of staff should consider why this is.

Reasons might include that they:

- are in possession of a prohibited item;
- do not understand the instruction;
- are unaware of what a search may involve; or
- have had a previous distressing experience of being searched.

If a learner continues to refuse to co-operate, the member of staff may sanction the learner in line with the College's behaviour policy, ensuring that they are responding

- 12.1 Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.
- 12.2 As with all prohibited items, staff should first consider the appropriate safeguarding response if they find images, data or files on an electronic device that they reasonably suspect are likely to put a person at risk.
- 12.3 Staff may examine any data or files on an electronic device they have confiscated as a result of a search, as defined in paragraph 13.2, if there is good reason to do so.
- 12.4 If the member of staff conducting the search suspects they may find an indecent image of a child (sometimes known as nude or semi-nude images), the member of staff should never intentionally view the image, and must never copy, print, share, store or save such im

14. Screening

- 14.1 Screening can help provide reassurance to learners, staff and parents that the college is taking measures to create a calm, safe and supportive environment.
- 14.2 The College's duties as employers in relation to the safety of staff, learners and visitors enables them to impose a requirement that learners undergo screening.
- 14.3 Screening is the use of a walk-through or hand-held metal detector (arch or wand) to scan learners randomly for weapons before they enter college premises. If there is any reason to believe a learner has a weapon, the College will use a metal detector as part of the search and screening process.
- 14.4 Learners will be advised that the college will randomly screen individuals with a handheld metal detector during induction. Parents will be informed via the Parent Welcome event and letter.
- 14.5 All Staff will be notified of the dates of random screening a week before they occur to advise that learners may be held up with the process if they are selected to be screened.
- 14.7 In addition to using a handheld detector for screening, the College will occasionally invite police sniffer dogs to detect substances, depending on availability from the police. Learners and parents will not be made aware of when this will happen.
- 14.6 Where a learner has a disability, the College should make any reasonable adjustments to the screening process that may be required.
- 14.7 If a learner refuses to be screened, the member of staff should consider why they are not co-operating and make an assessment of whether it is necessary to carry out a search. See section 7 in this policy for searching a learner.
- 14.8 If a learner refuses to be screened, the college will refuse to have the student on the premises. Health and safety legislation requires the college to be managed in a way which does not expose learners or staff to risks to their health and safety and this

17.4

Annex A - Record of Search – Please return completed to:
safeguarding@boston.ac.uk

Details of Learner		Learner ID:			
Full name:		Male	Female	Other	DoB:
Tel No:		If under 18 Parent/Guardian Name:			
Address:					
Department/Service/Course:					
Details of Search					
Date of Search:					

