



Local Procedure/Protocol

School/Home Name:	Bridgeway School
Local Procedure/Protocol Title:	Behaviour Policy
Linked to Group Policy Title & Code:	OPSP07
Date Reviewed:	April 2025
Next Update Due:	September 2025
Procedure/Protocol Lead (SCHOOL):	Susan Knight-Gill
Procedure/Protocol Sponsor (GROUP):	Elaine Moyers, Associate Director (Safeguarding, Behaviour and Inclusion) Rob James, Head Of School Development
<p align="center">EQUALITY AND DIVERSITY STATEMENT</p> <p>Witherslack Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.</p>	
<p align="center">ENVIRONMENT, SOCIAL, GOVERNANCE (ESG) STATEMENT</p> <p>Witherslack Group is committed to responsible business practices in the areas of: Environmental Stewardship, Social Responsibility, Governance, Ethics & Compliance. An ESG impact assessment has been completed on this procedure/protocol to ensure it can be implemented successfully without adverse implications on our Group goals.</p>	
<p>To ensure that this procedure/protocol is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please email the named policy lead.</p>	

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1.	RATIONALE
1.1	Our School delivers specialist education and care meeting the individual needs of our pupils within a safe, nurturing and predictable environment. We believe in creating environments that are enabling rather than challenging, which in turn will enhance a child's well-being and quality of life. We recognise that day-to-day experiences can sometimes be overwhelming for our pupils and that at these times they may communicate their distress through their behaviour; sometimes these behaviours may impact unhelpfully on themselves or others.
1.2	It is our aim that every member of our school community feels valued and respected and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. Our school's Behaviour Policy is designed to support us in promoting the overall quality of life of pupils and staff, and an environment in which everyone feels happy, safe and secure. PBS approaches are based on a set of overarching values, which include the commitment to providing support which promotes inclusion, choice, participation and equality of opportunity.
1.3	This policy outlines the behaviour we expect from all our pupils, staff and visitors to the school. It extends to all members of our school community and is written in line with current legislation, guidance and best practice. Feeling safe is a prerequisite for learning and accessing opportunities. This policy aims to ensure all members of our school community are supported to behave and conduct themselves to maintain an effective learning environment for all.
1.4	We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school, built on trust and understanding. Through the use of this policy, we aim to support all of our pupils in developing a high level of social awareness and inclusion. Our aim is to ensure that all our pupils leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life.
1.5	Our School is dedicated to ensuring that our school environment supports learning and the well-being of pupils and staff through a strong sense of community. Participation, support, safety and respect are the foundations of our ethos and we work hard to provide a school where pupils feel included in every aspect of school life, and comfortable to voice their opinions. Our school is committed to supporting all pupils to:

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	<ul style="list-style-type: none"> • Achieve their full potential. • Acquire the knowledge and skills relevant to life in a demanding, fast changing world. • Develop as confident learners, able to take risks within a safe environment. • Are curious, ambitious and take pride in their achievements. • Achieve high standards in all they do. • Develop as self-motivated independent and collaborative learners. • Value and care for themselves and others in our community. • Understand their rights and responsibilities as citizens. • Enjoy what they do and have fun.
1.6	<p>To achieve these aims, our school will provide:</p> <ul style="list-style-type: none"> • A happy, healthy, safe and secure environment. • High-quality teaching • Person-centred support • An exciting curriculum, which is delivered based on the needs and interests of pupils, providing first-hand practical experiences. • A stimulating, evolving inspirational capable environment. • A professional, skilled, and highly motivated staff team. • School leadership focussed on continuous improvement. • Opportunities for parents and carers to play an active, supportive part in their child's education. • Opportunities outside the classroom, and the chance to extend our close links with the local community.
1.7	<p>The aim of this policy is to determine the boundaries of acceptable and unacceptable behaviour, describe how we encourage and motivate our pupils, natural consequences used by the school, and how they will be fairly and consistently applied, whilst taking into account the individual needs of pupils.</p> <p>For all of our pupils, the school will:</p> <ul style="list-style-type: none"> • Make clear its expectations of positive behaviour through many different means such as positive role modelling, establishing consistent routines, school assemblies, lessons, School Council meetings and in published documents. • Utilise a range of positive motivators such as, giving verbal praise, awarding house/class points, stickers, certificates. • Treat every member of the community as individuals and respect their rights, values and beliefs. • Create a zero-tolerance environment against all instances of bullying or discrimination. • Promote good relationships and a sense of belonging to the community. • Intervene early to challenge unsafe behaviours. • Be consistent when supporting pupils with behaviours of concern. <p>We believe that approaches need to be tailored for each individual and should be applied flexibly and reviewed regularly. We will endeavour to find out what works best for each pupil and build a framework of approaches that help to shape behaviour that enhances a pupil's quality of life.</p>

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2.	STANDARDS OF BEHAVIOUR
2.1	<p>The school understands that the first step to modelling positive behaviour is to lead by example. This means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally.</p> <p>We work hard to ensure that expectations and standards are clear and consistent across the school. Expected boundaries, positive encouragement and natural consequences are clear to all and are applied fairly, proportionately, and without discrimination, taking into account special educational needs and disabilities (SEND) as well as the additional challenges that many pupils may face.</p>
2.2	<p>Staff receive training regarding the individual needs of the pupils as part of their continual professional development, and understand the expectations in regards to keeping children safe. We work closely with parents and carers to understand their children's needs, and the resulting behaviour. We believe that in conjunction with consistent routines, boundaries and reliable support systems are an important part of building an effective learning community. We discuss positive behaviour and behaviours of concern with parents and carers regularly. We encourage parents/ carers to communicate with the school if they have concerns about their child's behaviour, and we try to support parents when they need it. We promote positive behaviour within the school curriculum and reminders of school rules and expected standards of behaviour are displayed in classrooms and around the school.</p>
2.3	<p>Staff are a constant presence around the school, before and after school, between lessons, during break and lunch time, to supervise and support pupils to use the school premises respectfully and behave as expected.</p> <p>We recognise that when individual pupils engage in persistent disruptive behaviour, this can indicate an unmet need. If such needs are identified, we will do our best to ensure that the pupil receives appropriate support. Some pupils may require individualised or additional support to take full advantage of the educational opportunities available to them. Individual Support Plans will be used to identify behaviours of concern, and how supporting staff will utilise individual strategies in order to reduce these. These individual support plans are based upon the 'Stages of an Incident', a theoretical model proposing that the behaviours of individuals that may display challenging behaviours or behaviours of concern typically elevate following a trigger event (phase 1) through an escalation phase (2) where behaviour becomes increasingly agitated; a crisis phase (3) characterised by behaviour that may pose a risk to the individual or others and a recovery phase (4) in which there is a gradual return to baseline behaviour.</p>
2.4	<p>Advice will be sought from our multi-disciplinary clinical team and external agencies to support us to put in place appropriate support strategies. Please read our Special Educational Needs Policy.</p> <p>The school will take all reasonable measures to ensure the safety and well-being of all pupils and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional and behavioural skills. Please read our Anti-bullying Policy.</p>
3.	EXPECTATIONS OF PUPILS
3.1	<p>We expect and support everyone to show respect to one another whether pupils, staff or visitors. Within the context of their identified individual needs, pupils are supported to be able to follow school rules, listen and follow instructions from staff. We recognise that meeting the schools expectations may be very difficult for some, and that additional support and individual adaptations</p>

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	may be necessary. This extends to any arrangements put in place to support their behaviour, such as pastoral support programmes, post incident learning and consequences.
3.2	<p>Incidents of bullying, denigration, or bringing intentional harm to other pupils or staff cannot be tolerated.</p> <p>Under no circumstances will illegal or inappropriate items be brought into school, and all pupils will be supported to respect and look after the school premises and environment. The following behaviours undermine our core principles of safety and therefore may result in a consequence being implemented and or in some situations, a possible suspension. These decisions will be made taking into account the individual needs of the pupil. For more information on suspensions, please refer to our Suspension Policy.</p>
3.3	<p>Behaviours that we regard as cause for concern include:</p> <ul style="list-style-type: none"> • Verbal behaviour of concern towards pupils, staff or others. • Physical behaviour of concern towards pupils, staff or others. • Sexual assault of staff or other adults • Child-on-child sexual violence and sexual harassment • Inappropriate online behaviour, including language, soliciting or sharing inappropriate material, Images or videos • Damage to property • Possession, use or distribution of alcohol, cigarettes, vapes, illegal drugs or substances; • Theft • Possession or use of an offensive weapon • Arson • Repeat incidences of unacceptable behaviour that negatively impact the quality of life of the child, but also others.
3.4	In respect of any behaviour where a child has suffered or is likely to suffer harm, we will follow our <i>Child Protection Policy</i>
4.	ROLE OF PARENTS OR CARERS
4.1	Parents and carers play a big part in ensuring that their children are ready to learn, and are aware of the behaviours expected of them when in school. We ask that parents agree to our home-school agreement to indicate that they will respect and support our Behaviour Policy. By Building school life into a child's natural routine, ensuring that your child is at school on time, appropriately dressed, rested, and equipped will encourage your child to adhere to school rules and procedures.
4.2	We ask parents and carers to work with the school in support of their child's learning, which includes informing the school of any newly arising personal factors that may result in their child displaying behaviours of concern. We ask that parents be prepared to attend meetings at the school with staff or the Head Teacher to discuss their child's behaviour and to adhere to any agreements put in place. In the case of suspensions, we remind parents and carers that it is their duty to provide supervision for their child during the time that they are suspended from school, support their child with work sent home by the school and to attend a reintegration meeting at the school with their child as required.
5.	OUR SCHOOL RULES

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5.1	<p>All pupils will be expected to work towards meeting the following school rules which are:</p> <ul style="list-style-type: none"> • Attend school regularly and be on time. • Be polite and respectful to other pupils, staff, visitors and members of the public. • Be kind and considerate of your peers and the extended community. • Derogatory, racist, homophobic, misogynistic, sexist or offensive language will not be tolerated. • Misuse of electronic equipment is not permitted. • Mobile phones will be handed in at the start of the day and stored safely in a pupil's locker or designated area. • Any smoking materials are not permitted on school site. • Take care of the school building and environment; keep it tidy, litter and damage-free.
6.	UNIFORM AND APPEARANCE
6.1	Our school uniform should be worn by all pupils; however, we understand that some pupils' individual needs may mean they struggle to navigate the sensory world of school, and that uniform may be a cause for anxiety. We will ensure that we work collaboratively with parents to agree upon suitable adaptations to our school uniform where this may be the case.
6.2	<p>Uniform is important as it is a symbol that everyone is a key part of our school community. It also helps prepare children for life as an adult when they may have to wear a uniform at work. Our School uniform consists of:</p> <p>Key Stage 3:</p> <ul style="list-style-type: none"> • Navy blue polo shirt with embroidered school badge* • Grey sweatshirt with embroidered school badge* • Dark grey knee length skirt • Dark grey trousers • Dark grey tailored shorts • Black school shoes, not trainers (this was agreed by pupils who represent the student council) <p>Key Stage 4:</p> <ul style="list-style-type: none"> • Light blue polo shirt with embroidered school badge* • Blue sweatshirt with embroidered school badge* • Dark grey knee length skirt • Dark grey trousers • Dark grey tailored shorts • Black school shoes, not trainers. (This was agreed by pupils at the student council) <p>Items of clothing that are forbidden are:</p> <ul style="list-style-type: none"> • Trainers • Leather Jackets • Denim Jackets • Hoodies

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Pupils are expected to wear their uniform in accordance with the expected standards of the school. Items marked with * are supplied free of charge by the school.

Children must bring a warm coat in colder months. It would be a great help if parents could ensure children's clothes are labelled with their names.

Our appearance requirements are as follows:

Jewellery – Pupils are not permitted to wear any jewellery whilst at school. This includes, but is not limited to:

- Earrings (including studs)
- Necklaces
- Bracelets, including charity bands
- Anklets
- Lip, tongue, eyebrow, naval or any other body piercing
- Rings Pupils are permitted to wear a suitable watch.

Suitability requirements are:

- Inexpensive
- Not a smart watch (with connectivity) apart from medically required devices

Hair Styles

- Extreme hairstyles or colourings are not permitted
- Shaved patterns in hair or eyebrows are not permitted
- Shaved hair should be no shorter than grade 2 (2mm)
- Hair accessories should be small, plain and black

Make Up A natural and light foundation may be worn however, no other make-up is permitted. This includes but is not limited to:

- Blusher
- Contour/Highlighter
- Lipstick/Lip Gloss/Lip Liner
- Eyeshadow
- Eyeliner
- Mascara
- Nail Varnish
- False nails - These may be permitted at the discretion of the Headteacher and must have a natural appearance. Decorative false nails are not permitted.
- Eyebrow pencilling/stencilling
- Fake tan
- Natural lashes

Smoking & Vaping – Smoking or Vaping is not permitted.

Tattoos – Tattoos are not permitted.

Bags & Other Belongings:

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	<ul style="list-style-type: none"> • Every pupil should have a school bag for school equipment. • Mobile phones must be switched off and handed in at registration to be safely stored until the end of the school day. • Valuable objects are not allowed in school. <p>School is not liable for the loss or damage of any objects brought in to school. It is important to note that any deviation from this policy by one or several pupils will impact on other pupils who would deem a change to the policy to be unfair. We reiterate that these policies are not exhaustive. The final decision of suitability of a pupil's appearance lies with the Headteacher. Concessions will be given to pupils with specific sensory needs.</p>
7.	BULLYING
7.1	<p>Bullying can be defined as, "Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally" (DfE).</p> <p>Bullying will not be tolerated. Our school is a 'telling school' where staff will work with both the victim and bully to provide support and address bullying.</p> <p>We embrace our legal responsibility to prevent and tackle bullying. Our Anti-Bullying and Behaviour Policies are in place and available on our website and from the school office.</p>
7.2	<p>We also follow anti-discrimination law and comply with the Equality Duty (The Equality Act 2010) which has three aims:</p> <ul style="list-style-type: none"> • Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act. • Advance equality of opportunity between people who share a protected characteristic and people who do not share it. • Foster good relations between people who share a protected characteristic and people who do not share it.
7.3	<p>Our staff have a duty to prevent discrimination, harassment and victimisation within the school. Please refer to our Anti-Bullying Policy.</p>
8.	REWARDS AND CELEBRATION
8.1	<p>Our school believes that it is important to encourage and recognise positive engagement throughout the school through celebration and reward. This could include a school reward system aimed at stimulating a voluntary and progressive improvement in their behaviour and engagement thus increasing their motivation towards the achievement of academic objectives.</p>
8.2	<p>At our school, we regularly celebrate the success of all pupils in a variety of ways as we recognise that focussing on success and positive outcomes is essential in developing a positive culture and ethos across the school. The many ways we celebrate success are listed below:</p> <ul style="list-style-type: none"> • Weekly certificates for attendance • Feedback in books

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	<ul style="list-style-type: none"> • Excellent examples of work are displayed in our wonder wall • Weekly phone calls from form teams to highlight what has gone well through the week • Points are earned during each lesson for pupils to make their Friday rewards, and be able to choose from a range of enrichment activities • Points achieved over each term allow pupils to choose an end of term trip • Bespoke rewards at the discretion of staff, recorded in our rewards book <p>Our approaches will be tailored for each individual pupil and will be applied flexibly and reviewed regularly. We will endeavour to find out what works best for each pupil and build a framework of approaches that help to shape behaviour and improve quality of life.</p>
9.	PUPIL SUPPORT
9.1	<p>We aim to support all of our pupils to ensure that every child succeeds during their time at with us. Where it becomes clear that a pupil is having ongoing difficulties in meeting behavioural expectations, there are a wide range of strategies which are used to support pupils. These include:</p> <ul style="list-style-type: none"> • Increased communication between home and school. • Individual support plans. • The allocation of a personal Key Worker or learning mentor. • Small group work or 1:1 support in self-esteem, emotional literacy, nurture group. • Additional literacy or numeracy support where this is identified as a barrier to learning and impacts on the pupil's behaviour. • Referral for additional internal or external support from the embedded Clinical MDT, including our Educational Psychologists, Creative and or Talking Therapists and the Safeguarding, Behaviour and Inclusion (SBI) Team.
10.	SANCTIONS AND NATURAL CONSEQUENCES
10.1	<p>The term consequence is very broad, as all behaviour naturally has a consequence. Where a pupil demonstrates behaviours of concern, we believe that there are times when staff may need to put something in place to ensure a different outcome for next time, repair and make good and improve quality of life where we can. It's important to understand that 'one size' doesn't fit all and that any consequence should be person-centred. A consequence (or action) should be relevant to the needs of the pupil and the function of the behaviour, and not the actual form of the behaviour (what it looks like).</p> <p>A behaviour of concern that might result in an additional consequence being necessary would be if the behaviour:</p> <ul style="list-style-type: none"> • Is dangerous or high risk to the young person, others or the environment. • Is an offence or may instigate police involvement • Is socially unacceptable (when the behaviour would be high risk to them in society). • Is not in the best interest of the young person • Impacts on the young person's Quality of Life or the Quality of life of others. <p>A Witherslack Group consequence is not punitive and will always reflect a response that is child-centred, restorative and promotes respect and dignity. It aims to provide a 'stepping stone' to learning a new skill for next time or provide an alternative option for the future.</p>

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	A clear record will be kept of any sanctions that are implemented by the school and will be monitored by Senior Leaders. Pupils will be encouraged to give their views where possible.
10.2	<p>As an example. The school may utilise the following consequences:</p> <ul style="list-style-type: none"> • Opportunities for reflection, e.g. at break time or after school, during which the behaviour is discussed and strategies for improvement identified. • Staff may use opportunities to undertake restorative work so that pupils can try to 'put something right' when things have gone wrong with others. • A review or change to planned activities to ensure safety for all participants.
11.	SEARCHING AND CONFISCATION
11.1	It is our first priority to ensure that pupils are in a safe and secure environment in school. Searching can play a critical role in ensuring this and can be a vital measure to safeguard and promote staff and pupil welfare.
11.2	Following guidance set out by the Education and Inspections Act 2006 and Searching, Screening, and Confiscation – Advice for Schools (July 2022), Head teachers (and staff they authorise) have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item or any other item that the school rules identify as an item which may be searched for.
11.3	<p>The list of prohibited items is:</p> <ul style="list-style-type: none"> • Knives or other weapons • Alcohol • Illegal drugs • Stolen items • Any article that the member of staff reasonably suspects has been, or is likely to be used to commit an offence, or to cause personal injury to, or damage to property of; any person (including the pupil). • Tobacco and cigarette papers; • Fireworks • Pornographic images. <p>Any article that a member of staff reasonably suspects has been or is likely to be used to:</p> <ul style="list-style-type: none"> • Commit an offence. • Cause personal injury to, or damage to property of any person.
11.4	<p>Where we need to conduct a search for a prohibited item, the head teacher will authorise this. The Head teacher can authorise the member of staff to search for specific prohibited or banned items or all items set out in this behaviour policy. It will be explained to the pupil what is being searched for and the reason for the search.</p> <p>Where the pupil does not agree to be searched, our school will consider the best way of moving forward. Depending upon the risk associated with any prohibited or banned item, the use of reasonable force may be necessary. The use of reasonable force will differ depending on whether the member of staff is searching for possessions or the pupils themselves.</p>

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11.5	<p>The Education Act 2011 allows for staff to seize an electronic device to examine any data or files on the device if they think there is a good reason to do so. These data or files may be erased before returning the item if they believe there is a good reason to do this. Any cigarettes or e-cigarettes confiscated in school will be destroyed.</p> <p>The Headteacher will liaise with the Designated Safeguarding Lead regarding any potential searches of prohibited items, and this will be recorded on the safeguarding database by the person conducting the search.</p>
11.6	Where a search for prohibited and/or banned items has been undertaken search record (Appendix 1) will be completed and uploaded to the safeguarding concern by the person who conducted the search.
12.	USE OF RESTRICTIVE PHYSICAL INTERVENTION
12.1	<p>All staff receive comprehensive training in positive behaviour support, including de-escalation and physical intervention. In order to maintain the safety and welfare of all our pupils, it may sometimes be necessary to use restrictive physical intervention, as permitted by law. Section 93 of the Education and Inspections Act 2006 enables all school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:</p> <ul style="list-style-type: none"> • Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil). • Causing personal injury to, or damage to the property of, any pupil (including him or herself). • Prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise. This means that where a pupil fails to respond to repeated warnings and reminders to improve an aspect of behaviour which disrupts the learning of others, they can be removed from class.
12.2	The school does not encourage the use of restrictive physical intervention and it will be used only as a last resort. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of intervention used should always be proportionate to the situation that is presented.
12.3	All staff at the school are fully trained in Protecting Rights In a Caring Environment (PRICE), and have the authority to use physical intervention when reasonable, necessary and justified. This extends to persons whom the Head Teacher has given the responsibility to be in charge or in control of the pupils. Staff can also use this authority when they are lawfully in charge of pupils off the school premises, e.g. on a school trip.
12.4	Following serious incidents involving the use of restrictive physical intervention, the school will speak to the parents or carers and pupils and staff will be offered a de-brief. Such serious incidents involving the use of restrictive physical intervention will also be recorded by the school. Please refer to the Restraint Reduction Policy.

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13.	OFFSITE CONDUCT
13.1	<p>We promote the expectation that our staff and pupils are ambassadors for the school. Pupils should have a clear understanding of the boundaries and behaviour expectations when outside of the school premises and these should be reminded and reinforced by staff.</p> <p>Staff hold the same responsibility and Duty of Care for pupils off-site as they do on-site. If a pupil is displaying behaviour that is high risk and dangerous to themselves or others, including members of the public; high risk and damage to the environment or property; or staff have grounds to believe this may occur then they have the same powers as referred to in section 12.</p>
14.	COMPLIMENTS AND COMPLAINTS
14.1	<p>We welcome feedback, whether positive or about improvements we should consider making. Sometimes we do not get things right and our school has a standard complaints procedure. In the first instance, we encourage parents to take any complaints or concerns to a staff member or to the Head Teacher who will do everything in their power to help resolve any issue swiftly and effectively. For details of the full complaints procedure, please refer to our School Complaints and Representations Policy. The policy is available on our website and also from the school office upon request. For information about how to complain or challenge a suspension, please refer to the school Suspensions Policy.</p>
15.	REFERENCES
	Education and Inspections Act 2006 Searching, Screening, and Confiscation – Advice for Schools (July 2022)
16.	ASSOCIATED FORMS
	Search Record
17.	APPENDICES
	Appendix 1: Search Record

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APPENDIX 1: Search Record	
Search record – to be completed electronically and attached to the appropriate safeguarding entry on the database.	
Record of a search; To be completed by the person who conducted the search	
Setting:	
Name of child	
D.O.B.	
Date of the search	Time of the search
Location of the search	
Name of the person conducting the search	
Names of any other adults present	Names of any pupils present
Prohibited items to be searched for: please select <ul style="list-style-type: none"> ▪ Knives and weapons ▪ Alcohol ▪ Illegal drugs ▪ Stolen items ▪ Tobacco or cigarette papers ▪ Fireworks ▪ Pornographic images Banned items to be searched for: please select <ul style="list-style-type: none"> • Psychoactive substances • E-cigarettes, matches, lighters or smoking paraphernalia • Vapes and vape liquids • Material that is inappropriate or illegal for children to have; such as racist, homophobic, misogynistic, sexist or pornographic material • Any items that could be used for gambling purposes, including mobile phones or mobile devices; gambling is not allowed on school property 	

	Signature:	
	Name of DSL/DDSL it was reported to:	
	Date reported DSL/DDSL:	Time:
	Signed:	
	Print Name:	
	Date:	
	Time:	