PERSONAL SEARCH & CONFISCATION POLICY

Policy implemented:	March 2025
Last reviewed:	September 2026
Next review due:	September 2027

EQUALITY AND DIVERSITY STATEMENT

Salutem Care & Education is committed to the fair and equitable treatment of all individuals in accordance with the Equality Act 2010. An Equality Impact Assessment has been completed for this policy to ensure it can be applied consistently and without discrimination. Salutem Care & Education is committed to safe, high-quality, person-centred services that uphold people's rights and dignity.

All colleagues (including volunteers, agency workers and contractors) must follow this policy, guided by our values. Policies are reviewed every two years; if a review is delayed, the current version remains in force until approved by the Policy Sponsor.

Training will support understanding, and people we support will be involved in reviews. Local procedures may support this policy, but corporate policies must not be changed locally without formal approval.

This policy must be shared with all colleagues. The controlled version is on BLINK; printed/downloaded copies may be out of date

In this policy, "the Organisation" means Salutem Care & Education [Salutem Ld Bidco Iv Limited, Pathways Care Group Limited, Pathways 4 Care Ltd, Modus Care Limited, Clearwater Care (Hackney) Limited, Greenfield Close Residential Home Limited, Salutem Shared Services Limited, Salutem Shared Services Ii Limited, Salutem Shared Services Iii Limited, Modus Care (Plymouth) Limited, Salutem Ld Bidco Limited, Salutem Ld Bidco Ii Limited, Salutem Ld Topco Limited, Salutem Ld Topco Ii Limited, Newlife Care Services Limited, Pathways Daycare Limited, Amity Residential Care Limited]. References to "Salutem" are used as a short form.

1. Summary

1.1 Purpose

Beaumont College is committed to maintaining a safe, secure and supportive environment in which all learners, staff, visitors and stakeholders can learn, work and participate free from harm.

The College has a legal and safeguarding responsibility to take appropriate action where there are concerns that a learner may be carrying prohibited, dangerous or unlawful items. This includes ensuring that staff understand when a search may be necessary, how searches should be conducted lawfully and respectfully and how confiscated items should be managed.

The College operates a zero-tolerance approach to offensive weapons, illegal drugs, alcohol and other prohibited items. However, all actions taken under this policy will be proportionate, justified, person-centred and consistent with the College's safeguarding responsibilities.

The College recognises the rights, dignity and privacy of learners and is committed to ensuring that any search is undertaken sensitively, lawfully and only where there are reasonable grounds to do so.

1.2 Scope

This policy applies to all Beaumont College learners irrespective of pathway, location or programme of study.

The policy applies:

- On College premises.
- During educational visits and trips.
- Whilst accessing community-based learning.
- During transport organised by the College.
- Whilst attending work placements organised by the College.
- Within residential provision where applicable.
- Where learner behaviour connected to College activities occurs online or via social media.

2. Document Control

Policy Sponsor (Name & Role):	Leanne Hornby, Assistant Principal
Policy Reviewer (Name & Role):	Aaron Churchyard (Quality Manager for Education)
Approved by (Name/Role):	Melinda Glover (Quality Assurance Inspection & Regulation Director)
Date Implemented:	March 2025
Last Reviewed:	September 2026
Next Review Due:	September 2027
Version Number:	V2.0
Controlled Copy Location:	☐ BLINK ☒ Education Policy Hub
Policy category (tick):	☐Safeguarding ☒ Care practice ☒ Education ☐ Other: [ ] ☐ Health & Safety ☐ HR/People ☐ Information Governance
Policy Applies to:	**People we Support** ☐ Children/young people ☒ Adults ☒ Learners ☐ Families/Carers **Workforce** ☐ Permanent ☐ Bank ☐ Agency ☐ Other: [ ] ☐ Volunteers ☐ Contractors

Contents

1. Summary....2
2. Document Control....3
3. Contents....4
4. Definitions....4
5. Principles....5
6. Monitoring, Audit and Compliance....9
7. Areas of Responsibility....9
8. Learning and Development....9
9. Associated Documents....10
10. Legal, Regulatory & Standards Framework....10
11. Version Control....11
12. Appendices....11

4. Definitions

Search

The lawful inspection of a learner's possessions, clothing, bag, locker or other items where there are reasonable grounds to believe prohibited items may be present.

Confiscation

The removal, retention or disposal of an item in accordance with legislation, safeguarding responsibilities and College procedures.

Prohibited Item

Any item which is unlawful, dangerous, inappropriate or prohibited under legislation or this policy.

In this policy, "the Organisation" means Salutem Care & Education [Salutem Ld Bidco Iv Limited, Pathways Care Group Limited, Pathways 4 Care Ltd, Modus Care Limited, Clearwater Care (Hackney) Limited, Greenfield Close Residential Home Limited, Salutem Shared Services Limited, Salutem Shared Services Ii Limited, Salutem Shared Services Iii Limited, Modus Care (Plymouth) Limited, Salutem Ld Bidco Limited, Salutem Ld Bidco Ii Limited, Salutem Ld Topco Limited, Salutem Ld Topco Ii Limited, Newlife Care Services Limited, Pathways Daycare Limited, Amity Residential Care Limited]. References to "Salutem" are used as a short form.

Reasonable Grounds

Objective facts, information or observations which would lead a reasonable person to believe that a learner may be in possession of a prohibited item.

Offensive Weapon

Any item made, adapted or intended for causing injury or harm to another person.

Designated Safeguarding Lead (DSL)

The individual responsible for overseeing safeguarding arrangements and supporting decision-making regarding searches where required.

Principles

5.1 Our Commitment

Beaumont College is committed to balancing its duty to safeguard learners and staff with its responsibility to respect individual dignity, privacy and human rights.

Searches should only take place where there are reasonable grounds to suspect that a learner may be carrying a prohibited item or where there is a significant safeguarding concern that requires investigation.

The College recognises that searches can be intrusive and potentially distressing. Therefore, every effort will be made to ensure that learners are treated with respect throughout the process and that searches are conducted in a manner which is proportionate, appropriate and sensitive to individual needs.

5.2 Safeguarding and Risk Management

The safety and wellbeing of learners, staff and visitors remain the primary consideration when decisions are made regarding searches and confiscation.

Where staff believe that a learner may be carrying a prohibited item, consideration will be given to the level of potential risk and whether immediate action is required to safeguard the learner or others.

In this policy, "the Organisation" means Salutem Care & Education [Salutem Ld Bidco Iv Limited, Pathways Care Group Limited, Pathways 4 Care Ltd, Modus Care Limited, Clearwater Care (Hackney) Limited, Greenfield Close Residential Home Limited, Salutem Shared Services Limited, Salutem Shared Services Ii Limited, Salutem Shared Services Iii Limited, Modus Care (Plymouth) Limited, Salutem Ld Bidco Limited, Salutem Ld Bidco Ii Limited, Salutem Ld Topco Limited, Salutem Ld Topco Ii Limited, Newlife Care Services Limited, Pathways Daycare Limited, Amity Residential Care Limited]. References to "Salutem" are used as a short form.

The College adopts a preventative approach which includes educating learners about prohibited items, promoting safe decision-making and supporting positive behaviour through person-centred and trauma-informed approaches.

5.3 Prohibited Items

Prohibited items include, but are not limited to:

- Knives and offensive weapons.
- Illegal drugs and associated paraphernalia.
- Alcohol.
- Stolen property.
- Fireworks.
- Pornographic images.
- Tobacco and cigarette papers where applicable.
- Any item reasonably believed to have been used, or likely to be used, to commit an offence, cause injury or damage property.

The College may also take action where other items present a safeguarding, health and safety or behavioural risk.

5.4 Legitimate Use of Tools and Equipment

The College recognises that some educational activities require learners to use tools and equipment that could otherwise be regarded as prohibited items.

Examples may include cooking knives, craft knives, scalpels, scissors or hand tools used within vocational and practical learning programmes.

Where such equipment is required for learning, the College will ensure that:

- Appropriate risk assessments are in place.
- Equipment is securely stored.
- Learners receive instruction regarding safe use.
- Activities are supervised by trained staff.
- Arrangements remain consistent with health and safety requirements.

5.5 Decision to Conduct a Search

A search may only take place where a member of staff has reasonable grounds to suspect that a learner is carrying a prohibited item.

Where possible, staff should consult a Designated Safeguarding Lead before undertaking a search. However, where there is an immediate risk of harm to any individual, action may be taken without prior consultation.

The College is committed to ensuring that decisions regarding searches are free from discrimination, stereotyping or bias. Searches must never be undertaken on the basis of assumptions relating to a person's disability, ethnicity, culture, religion, gender, appearance or background.

5.6 Conducting a Search

Where appropriate and practicable, learners will be informed of the reasons for the search and staff will seek their cooperation and consent before proceeding.

Searches should normally take place:

- In a private location.
- Away from the view of others.
- In the presence of the learner.
- With a second member of staff present.

Where possible, the member of staff conducting the search should be the same sex as the learner and any witness should also be the same sex.

The College recognises that some learners may require adjustments due to communication needs, disabilities, sensory needs, trauma experiences or cultural considerations. These factors will be taken into account wherever possible.

Only outer clothing, possessions, bags and lockers may be searched. Staff will never conduct intimate searches.

5.7 Use of Reasonable Force

The College recognises that on rare occasions it may be necessary to use reasonable force to prevent harm.

Reasonable force will only be considered where:

- It is necessary to prevent immediate harm.

In this policy, "the Organisation" means Salutem Care & Education [Salutem Ld Bidco Iv Limited, Pathways Care Group Limited, Pathways 4 Care Ltd, Modus Care Limited, Clearwater Care (Hackney) Limited, Greenfield Close Residential Home Limited, Salutem Shared Services Limited, Salutem Shared Services Ii Limited, Salutem Shared Services Iii Limited, Modus Care (Plymouth) Limited, Salutem Ld Bidco Limited, Salutem Ld Bidco Ii Limited, Salutem Ld Topco Limited, Salutem Ld Topco Ii Limited, Newlife Care Services Limited, Pathways Daycare Limited, Amity Residential Care Limited]. References to "Salutem" are used as a short form.

- Less restrictive options have been considered or attempted.
- The level of force used is proportionate to the risk presented.

Any use of force must be lawful, justified, proportionate and recorded in accordance with College procedures.

The College is committed to reducing restrictive practices wherever possible and aligns its approach with Positive Behaviour Support and restraint reduction principles.

5.8 Confiscation of Items

Where prohibited items are found, the College will take appropriate action in accordance with legislation, safeguarding responsibilities and professional judgement.

Depending on the item involved, action may include:

- Retention and disposal by the College.
- Referral to the Police.
- Returning an item to its lawful owner.
- Safeguarding referrals.
- Notification of parents, carers or placing authorities where appropriate.

Serious concerns involving weapons, illegal substances, criminal activity or significant safeguarding risks will normally be referred to the Police and relevant safeguarding agencies.

5.9 Support Following a Search

The College recognises that a search can be a significant event for a learner regardless of whether a prohibited item is found.

Following a search, learners will be provided with appropriate support, guidance and opportunities to discuss the circumstances surrounding the incident.

Where appropriate, support may include:

- Positive Behaviour Support review.
- Risk assessment review.
- Safeguarding support.
- Restorative discussions.
- Education regarding prohibited items and College expectations.
- Involvement of parents, carers or external professionals.

In this policy, "the Organisation" means Salutem Care & Education [Salutem Ld Bidco Iv Limited, Pathways Care Group Limited, Pathways 4 Care Ltd, Modus Care Limited, Clearwater Care (Hackney) Limited, Greenfield Close Residential Home Limited, Salutem Shared Services Limited, Salutem Shared Services Ii Limited, Salutem Shared Services Iii Limited, Modus Care (Plymouth) Limited, Salutem Ld Bidco Limited, Salutem Ld Bidco Ii Limited, Salutem Ld Topco Limited, Salutem Ld Topco Ii Limited, Newlife Care Services Limited, Pathways Daycare Limited, Amity Residential Care Limited]. References to "Salutem" are used as a short form.

The College will seek to use incidents as opportunities for learning, reflection and positive behavioural support.

5.10 Confidentiality and Information Sharing

Information relating to searches and confiscation will be managed in accordance with data protection legislation and College procedures.

Information may be shared without consent where safeguarding concerns, criminal activity or significant risks to health and safety require disclosure.

All information will be handled sensitively and only shared with those who have a legitimate professional need to know.

6. Monitoring, Audit and Compliance

The College will maintain records of all searches undertaken and all confiscated items using approved recording systems.

Monitoring activities will include:

- Review of search records.
- Safeguarding oversight.
- Equality and diversity monitoring.
- Analysis of trends and patterns.
- Quality assurance review.

This monitoring will support transparency, accountability and continuous improvement whilst helping identify and address any potential bias or disproportionality.

The policy will be reviewed annually or sooner if required by legislative or organisational changes.

7. Areas of Responsibility

Senior Leadership Team

Responsible for ensuring appropriate governance, oversight and implementation of this policy.

Designated Safeguarding Leads

Responsible for supporting staff with decision-making, safeguarding referrals and oversight of searches where appropriate.

Managers
Responsible for ensuring staff understand and implement the requirements of this policy.

Staff
Responsible for acting lawfully, proportionately and professionally when concerns arise and for recording actions appropriately.

Learners
Responsible for complying with College expectations regarding prohibited items and supporting a safe learning environment.

Parents, Carers and Stakeholders
Responsible for working collaboratively with the College to promote learner safety and wellbeing.

8. Learning and Development

The College will ensure that staff receive appropriate training and guidance relating to:

- Safeguarding.
- Positive Behaviour Support.
- Restrictive practice reduction.
- Health and safety.
- Search and confiscation procedures.
- Equality, diversity and inclusion.
- Professional judgement and decision-making.

Training will support staff to undertake their responsibilities confidently, lawfully and consistently.

9. Associated Documents

- Safeguarding and Child Protection Policy
- Safeguarding Adults Policy
- Positive Behaviour Support Policy
- Prevent Policy

In this policy, "the Organisation" means Salutem Care & Education [Salutem Ld Bidco Iv Limited, Pathways Care Group Limited, Pathways 4 Care Ltd, Modus Care Limited, Clearwater Care (Hackney) Limited, Greenfield Close Residential Home Limited, Salutem Shared Services Limited, Salutem Shared Services Ii Limited, Salutem Shared Services Iii Limited, Modus Care (Plymouth) Limited, Salutem Ld Bidco Limited, Salutem Ld Bidco Ii Limited, Salutem Ld Topco Limited, Salutem Ld Topco Ii Limited, Newlife Care Services Limited, Pathways Daycare Limited, Amity Residential Care Limited]. References to "Salutem" are used as a short form.

- Health and Safety Policy
- Behaviour Policy
- Complaints Policy
- Student Accessible Carrying an Offensive Weapon Policy
- Restrictive Practice Reduction Policy

10. Legal, Regulatory & Standards Framework

This policy has been developed with reference to:

- Education Act 1996
- Education and Inspections Act 2006
- Human Rights Act 1998
- Equality Act 2010
- Data Protection Act 2018
- UK GDPR
- Children Act 1989
- Children Act 2004
- Keeping Children Safe in Education
- Searching, Screening and Confiscation Guidance
- Counter-Terrorism and Security Act 2015
- Health and Safety at Work Act 1974

The College will ensure that all searches are conducted lawfully, proportionately and in accordance with safeguarding obligations.

11. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Author	Summary of Changes	Approved By

V1.0	March 2025	Julia Parks	New Policy	Craig Harris
V1.1	January 2026	Lauren Hill	Reviewed	Craig Harris
V2.0	September 2026	Leanne Hornby	Policy restructured into organisational policy framework. Strengthened safeguarding, learner dignity, equality, Positive Behaviour Support principles, governance, monitoring and accountability arrangements whilst retaining existing search and confiscation procedures and statutory requirements.	Aaron Churchyard

12. Appendices

- Appendix A: (e.g., checklist)
- Appendix B: (e.g., flowchart)