



**Progress
Schools**

Screening Policy

2025 - 2027


Policy issue and updates

<i>Pages</i>	<i>Issue No.</i>	<i>Date</i>
Whole Document – new format and template used.	1	March 2023
Whole document – annual review	2	August 2023
Whole document – annual review	3	August 2025

The following policy has been approved by the Managing Director and Governing Board of Directors.

The policy will be reviewed on a biennial basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Managing Director: August 2025

Board signatory: 

Planned review: August 2027

1. Policy overview

- 1.1 Progress Schools - attaches great importance to the health, safety and welfare of our staff and students and all who use our facilities and who are involved in activities organised by us.
- 1.2 We strive to create and maintain a safe and welcoming school for all our students and staff, and we want our school staff and students to feel safe and secure when on site, as this is vital to establishing calm and supportive environments, conducive to learning.
- 1.3 Using screening and confiscation procedures appropriately is an important way to ensure student and staff welfare is protected, as it helps each of our schools to establish an environment where everyone is safe.
- 1.4 All risk is assessed by appropriately trained staff and cascaded to all staff within the school.
- 1.5 More information for individual areas can be found in the policies entitled 'Safeguarding and Child Protection Policy' and 'Behaviour and Anti-Bullying Policy'.
- 1.6 Progress Schools have put a screening procedure in place following consultation from parents and carers.

2. Safe and Welcoming Environments

- 2.1 Progress Schools set out clear expectations of students through the induction process when a student joins. The student handbook outlines this in line with the behaviour policy to ensure safe and welcoming environments where students can be supported by staff in all areas of learning. This is gone through with the student at the initial meeting stage of induction and the student signs their agreement of this.
- 2.2 The parent handbook is also introduced at the same induction meeting stage to establish full support and agreement of what is expected from the student to attend on site.

3. Screening Procedures

- 3.1 It will always be requested of students to hand in any electronic device or prohibited items in line with the behaviour policy when entering the school site.
- 3.2 The refusal to do so or any doubt that a student is in possession of items that go against the behaviour policy or that would pose a risk to safety of staff or other students will enable the requirement of the student concerned to undergo screening.
- 3.3 Screening would be the use of a handheld metal detector (wand) to scan all students for any prohibited items, phones, paraphernalia, weapons, drugs, alcohol, bladed articles.
- 3.4 There is no contact made with a student for them to be screened.
- 3.5 School leaders have the statutory power to screen a student or their possessions where they have reasonable grounds to suspect that the student may have prohibited items as per policy.
- 3.6 Only the schools leaders or any staff members authorised by leaders, can carry out the procedure.
- 3.7 When exercising the screening procedure, schools will consider the personal feelings of the student, age and needs by ensuring that it is a safe environment, where any reasonable adjustments can be made if needed for a student with a disability.
- 3.8 If a student refuses to be screened, then the Head of School should consider why the student is not co-operating and assess the risks of this student in line with our risk assessment policy, with follow up measures and contact to be made with the parent/carer.
- 3.9 Any follow up concerns and contacts made should be logged on the schools MIS system should the concern need to be escalated to provide full and clear information.

4. Confiscation Follow Ups

- 4.1 Any prohibited items found when screening a student should be confiscated as per the behaviour policy, with follow ups made to parents and the Police where

necessary. For any high-risk confiscations the student will be isolated from others until the necessary follow ups have taken place.

- 4.2 School leaders or authorised staff member conducting the screening can confiscate any item that they feel poses a risk to staff or students and/or is evidence in relation to an offense.
- 4.3 Any confiscation should be logged on the schools MIS against the students name with appropriate action taken as per the behaviour policy.
- 4.4 On occasions where prohibited items result in contacting the Police, they may inform their own next steps with the student, which the school should support with.
- 4.5 Drugs and weapons must be collected by Police as soon as possible with all student information given.
- 4.6 Alcohol should be disposed of safely by school leaders if found during screening.
- 4.7 Where non illegal items, tobacco or electronic cigarettes are found during screening, parents will be informed and collection from school or the items to be returned home at the end of the day with parental consent. If agreed by the parent then they can be disposed of safely by the Head of School.
- 4.8 Other confiscated items not specifically listed during screening should be collected by Police or disposed of safely, as above, should they be deemed unsafe or harmful.

The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.