**Search Recording Form – 2025/2026**

**Department for Education** guidelines must be followed when carrying out any searches. This can be accessed here: [**Searching Screening and Confiscation guidelines July 2022**](https://mortimercommunitycollege.co.uk/media/mjpmq3xp/searching__screening_and_confiscation_guidance_july_2022.pdf)**.**

Any search by a member of staff for a **prohibited item** and all searches conducted by police officers should be **recorded in the school’s safeguarding reporting system (CPOMS)**, including whether or not an item is found. This will allow the designated safeguarding lead (or deputy) to identify possible risks and initiate a safeguarding response if required. All searches for items banned by the school rules should be recorded. Staff members should follow the school policy in these cases.

**Before Searching** Paragraph 16 states the following:

A search can be considered if the member of staff has reasonable grounds for suspecting that the pupil is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the pupil has agreed. See paragraphs 2-4 on powers to search.

**\*Staff conducting a search must complete the form below and save to the students CPOMS record.**

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| **NAME OF PUPIL BEING SEARCHED:** |  |
| **DATE OF SEARCH:** |  |
| **TIME OF SEARCH:** |  |
| **LOCATION OF SEARCH:** |  |
| **WHO CONDUCTED THE SEARCH (MUST BE 2 ADULTS PRESENT):**  (See paragraph 25, 26 & 27 of DFE document for guidance) |  |
| **NAME OF ANY OTHER ADULTS OR STUDENTS PRESENT:** |  |
| **WHAT WAS BEING SEARCHED FOR:**  (See paragraph 3 of DFE document for list of prohibited items) |  |
| **REASON FOR SEARCHING:** |  |
| **REASON FOR SEARCHING EXPLAINED TO STUDENT:**  (Answer YES or NO) |  |
| **PARENT INFORMED OF SEARCH:**  (See paragraph 46,47 & 48 of DFE document – Parents should be informed as soon as possible of the search and outcome) |  |
| **WHAT ITEMS IF ANY WHERE FOUND:** |  |
| **WHAT FOLLOW UP ACTION WAS TAKEN AS A CONSEQUENCE OF THE SEARCH:** |  |