

## ROOM SEARCHES POLICY

Date	Review Date	Contact
01.02.19	01.02.20	Head of School & Education

### General Overview

At Newbury Hall we respect the privacy of our students at all times, but occasionally it may be necessary to search a student's room or a locker. This may be because of information received or because there are strong suspicions that there are prohibited items in a student's possession.

A member of SLT should always be present when a room search takes place. Procedures are as follows:

- A student's permission is not necessary for a search of their room
- Every effort will be made to have the student present when a search of their room takes place
- There should always be two adults present including the Student Services Manager if at all possible; one of the two adults carrying out the search should ideally be of the same sex as the student.
- If the student is female, a female member of staff should carry out any physical search.
- If a search of the entire boarding school is taking place, students will not be forewarned of this; but should be assembled in the Forum and invited to accompany members of staff while their room is being searched. They should then return to the Forum until the search has been completed.
- If any stolen or prohibited items are discovered, they should be handed to the Principal. In the presence of another staff member, the student should be questioned and asked to make a statement and a copy stored on the student's file.
- Parents and/or guardians should also be informed when the disciplinary measures have been decided.
- A record of a room or house search and whether anything is found or not, should be recorded in the Incident Book and on the student's file..
- If, during a routine room inspection or during cleaning or maintenance, prohibited items are found, the Student Services Manager should be informed and a note should be made of what has been seen and its whereabouts. The Student Services Manager will then take the necessary action and inform the Principal of the outcome.

**Signed:**

**Alex McNish**  
**Head of School & Education**  
**Date: 01.02.19**